

# St Mary's Catholic Primary School

## Freedom of Information Publication Scheme



### 1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits our school:

- To proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by us and which falls within the classifications below.
- To specify the information which is held by us.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which we routinely make the information available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information we make available under this scheme.
- To produce a schedule of any fees charged for access to information and make this available.
- To make this publication scheme available to the public.
- To publish any data set held by us that has been requested, and any updated versions we hold, unless we are satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and we are the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

### 2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### 3. Making Information Available

Information will be provided on the website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### 4. Charging

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of](#)

Public Sector Information Regulations (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school’s time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether you hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could applies, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either.

- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs and £25 an hour for staff time taken for printing, copying or sending the information.

## 5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6. The Scheme

Information to be published.  This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contact. Current information only		

<a href="https://st-marys.rbkc.sch.uk/">https://st-marys.rbkc.sch.uk/</a>		
Who's who in the school	Electronic/Hard Copy	Free/Schedule of charges
Who's who on the governing body / board of governors and the basis of their appointment	Electronic/Hard Copy	Free/Schedule of charges
Instrument of Government / Articles of Association	Electronic/Hard Copy	Free/Schedule of charges
Contact details including for the Headteacher and for the governing body, via the school (named contacts where possible).	Electronic/Hard Copy	Free/Schedule of charges
School prospectus	Electronic/Hard Copy	Free/Schedule of charges
Staffing structure	Electronic/Hard Copy	Free/Schedule of charges
School session times and term dates	Electronic/Hard Copy	Free/Schedule of charges
Address of school and contact details, including email address.	Electronic/Hard Copy	Free/Schedule of charges
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum		
Annual budget plan and financial statements <a href="https://schools-financial-benchmarking.service.gov.uk/school?urn=100499">https://schools-financial-benchmarking.service.gov.uk/school?urn=100499</a>	Electronic	Free
Capital funding <a href="https://www.gov.uk/guidance/school-capital-funding">https://www.gov.uk/guidance/school-capital-funding</a>	Electronic/Hard Copy	Free/Schedule of Charges
Financial audit reports <a href="#">St Mary's Catholic Primary School</a>	Electronic/Hard Copy	Free/Schedule of Charges
Details of expenditure items over £2000 Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
Additional funding	Electronic/Hard copy	Free/Schedule of Charges
Procurement and contracts the school has entered into Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
Pay policy Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual members of the Senior Leadership Team (SLT), whose basic salary is at least £60,000 p.a. Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
Staffing, pay and grading structure (in bands of £5k for SLT and by salary range for more junior posts) Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges

Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		
School profile <a href="https://www.get-information-schools.service.gov.uk">https://www.get-information-schools.service.gov.uk</a>	Website	Free
Performance data supplied to the Government <a href="#">St Mary's Catholic Primary School</a>	Electronic/Hard copy	Free/Schedule of Charges
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact) Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
Latest Ofsted report <a href="https://reports.ofsted.gov.uk/provider/21/100505">https://reports.ofsted.gov.uk/provider/21/100505</a> Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
Post-inspection action plan	Electronic/Hard copy	Free/Schedule of Charges
Performance management policy and procedures adopted by the governing body	Electronic/Hard copy	Free/Schedule of Charges
Performance data <a href="https://www.compare-school-performance.service.gov.uk/school/100499/saint-mary's-catholic-primary-school">https://www.compare-school-performance.service.gov.uk/school/100499/saint-mary's-catholic-primary-school</a> Available on request from the school office	Electronic/Hard copy	
The school's future plans, i.e. proposals and consultations on the future of the school and School Improvement Plan Available on request from the school office	Electronic/Hard copy	Free/Schedule of Charges
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions. Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) <a href="https://st-marys.rbkc.sch.uk/admissions">https://st-marys.rbkc.sch.uk/admissions</a>	Electronic/Hard copy	Free/Schedule of Charges
Agendas and minutes of meetings of the governing body and (if held) its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Electronic/Hard copy	Free/Schedule of Charges
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
School policies and other documents relating to recruitment and human resources, such as: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	Website  Via Email  Hard Copy	Free  Free  Schedule of Charges

<ul style="list-style-type: none"> <li>• Pay policy</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policy</li> <li>• Staff recruitment policies</li> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/policies">https://st-marys.rbkc.sch.uk/our-school/policies</a></li> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/data-protection">https://st-marys.rbkc.sch.uk/our-school/data-protection</a></li> <li>• <a href="https://st-marys.rbkc.sch.uk/vacancies-at-st-mary-s">https://st-marys.rbkc.sch.uk/vacancies-at-st-mary-s</a></li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Relationships and Sex Education policy</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Diversity and equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/policies">https://st-marys.rbkc.sch.uk/our-school/policies</a></li> </ul>	<p>Website</p> <p>Via Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>Schedule of Charges</p>
<p>Safeguarding and child protection policies</p> <ul style="list-style-type: none"> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/policies">https://st-marys.rbkc.sch.uk/our-school/policies</a></li> </ul>	<p>Website</p> <p>Via Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>Schedule of Charges</p>
<p>Pay Policy</p> <p><a href="https://st-marys.rbkc.sch.uk/">https://st-marys.rbkc.sch.uk/</a></p>	<p>Website</p> <p>Via Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>Schedule of Charges</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/data-protection">https://st-marys.rbkc.sch.uk/our-school/data-protection</a></li> </ul>	<p>Website</p> <p>Via Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>Schedule of Charges</p>
<p>Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)</p> <ul style="list-style-type: none"> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/policies">https://st-marys.rbkc.sch.uk/our-school/policies</a></li> </ul>	<p>Website</p> <p>Via Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>Schedule of Charges</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <ul style="list-style-type: none"> <li>• <a href="https://st-marys.rbkc.sch.uk/our-school/policies">https://st-marys.rbkc.sch.uk/our-school/policies</a></li> </ul>	<p>Website</p> <p>Email</p>	<p>Free</p> <p>Free</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments <a href="https://st-marys.rbkc.sch.uk/our-school/federated-governing-body">https://st-marys.rbkc.sch.uk/our-school/federated-governing-body</a>	Electronic/Hard copy	Free/Schedule of Charges
CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Electronic/Hard copy	Free/Schedule of Charges
Disclosure logs (ie information provided in response to FOIA requests)	Inspection	No charge
Asset register/Inventory	Inspection	No charge
Any information the school is currently legally required to hold in publicly available registers – this does not include attendance registers	Inspection Hard Copy	No charge Schedule of Charges
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Extra-curricular activities	Electronic/Hard copy	Free/Schedule of Charges
Out of school clubs	Electronic/Hard copy	Free/Schedule of Charges
Services for which the school is entitled to recover a fee, together with those fees <a href="https://st-marys.rbkc.sch.uk/our-school/policies">https://st-marys.rbkc.sch.uk/our-school/policies</a>	Electronic/Hard copy	Free/Schedule of Charges
School publications, leaflets, books and newsletters <a href="https://st-marys.rbkc.sch.uk/parents/newsletters">https://st-marys.rbkc.sch.uk/parents/newsletters</a>	Electronic/Hard copy	Free/Schedule of Charges

## Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	CHARGE
Disbursement Cost	Photocopying/printing @ 5p per sheet	Actual Cost*
	Photocopying /printing @ 25p per sheet - colour	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with relevant legislation

\*minimum cost to school including some administration costs

## **COMPLAINTS:**

If you are not satisfied with the assistance that you get, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer David Coy, via [Info@st-marys.sch.co.uk](mailto:Info@st-marys.sch.co.uk)

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF