

# Freedom of Information

## Guide to information available from St Edmund Arrowsmith Catholic High School under the model publication scheme.

**Contact Details:** School Website: [www.arrowsmith.wigan.sch.uk](http://www.arrowsmith.wigan.sch.uk)  
Clerk to Governors: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
School Business Manager: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> <i>This will be current information only</i>		
Who's who in the school	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Who's who on the governing body and the basis of their appointment	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Instrument of Government	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Contact details for the Head teacher and for the governing body	school website	
School prospectus	Hard copy: Clerk to Governors School Website	See Page 9 "Schedule of Charges"
Annual Report	N/A	
Staffing structure	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
School session times and term dates	Hard copy: Clerk to Governors School Website	See Page 9 "Schedule of Charges"

PMO/school policies

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<b>Class 2 – What we spend and how we spend it</b>		
<i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Hard copy: School Business Manager	See Page 9 "Schedule of Charges"
Capitalised funding	Hard copy: School Business Manager	See Page 9 "Schedule of Charges"
Additional funding	Hard copy: School Business Manager	See Page 9 "Schedule of Charges"
Procurement and projects	Hard copy: School Business Manager	See Page 9 "Schedule of Charges"
Pay policy	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Staffing and grading structure	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Governors' allowances	N/A	
Pupil Premium & Catch-up Premium	Hard copy: School Business Manager School Website	See Page 9 "Schedule of Charges"

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<b>Class 3 – What our priorities are and how we are doing</b>  <i>Current information as a minimum</i>		
Performance management policy and procedures adopted by the governing body.	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Schools Improvement Plan	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Every Child Matters – policies and procedures	Hard copy: Clerk to Governors  School Website	See Page 9 "Schedule of Charges"

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<b>Class 4 – How we make decisions</b> <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"

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<b>Class 5 – Our policies and procedures</b>		
<i>Current information only</i>		
School policies including: <ul style="list-style-type: none"><li>• Charging and remissions policy</li><li>• Health and Safety</li><li>• Complaints procedure</li><li>• Equality Scheme</li></ul>	Hard copy: Clerk to Governors  School Website	See Page 9 "Schedule of Charges"
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Whole School Behaviour</li><li>• Child Protection Policy</li></ul>	Hard copy: Clerk to Governors  School Website	See Page 9 "Schedule of Charges"
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Data protection (including information sharing policies)</li></ul>	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"

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<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>	<p>Hard copy: Clerk to Governors</p>	<p>See Page 9 "Schedule of Charges"</p>
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<b>Class 6 – Lists and Registers</b>		
<i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Disclosure logs	Inspection only	
Asset register	Inspection only – School Business Manager	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"

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<b>Class 7 – The services we offer</b> <i>Current information only</i>		
Extra-curricular activities	Hard copy: Clerk to Governors School Website	See Page 9 "Schedule of Charges"
Out of school clubs	Hard copy: Clerk to Governors School Website	See Page 9 "Schedule of Charges"
School publications	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Services for which the school is entitled to recover a fee, together with those fees	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
Leaflets, books and newsletters	Hard copy: Clerk to Governors	See Page 9 "Schedule of Charges"
<b>Additional Information</b>	none	



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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 0.5p for copy 0.5p for paper 4p for staff costs
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 5.5p for copy 0.5p for paper 4p for staff costs
	Postage - 2nd class	33p (school franking machine)
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Binding - 25p	17p for comb 8p for staff costs
	School Prospectus (professionally produced booklet)	£3 (cost of publication)