



# St Martin and St Mary C of E Primary School

## FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved by <sup>1</sup>	
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Date:	18 <sup>th</sup> May 2022
Review date <sup>2</sup> :	May 2025

### REVIEW SHEET

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2019
4	Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021.	May 2022

## Freedom of Information

### Guide to information available from St Martin & St Mary CofE Primary School under the publication scheme

We referred to the Information Commissioner's Office (ICO) ['Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When it is indicated that documents and/or information is available in hard copy (H/C) this request should be made to the school office; [admin@winderemere.cumbria.sch.uk](mailto:admin@winderemere.cumbria.sch.uk). Our administrative team will calculate a cost based on the amount/size of documents and time allowance to prepare this and seek your agreement to pay these costs before they proceed. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information
<b>Class 1 - Who we are and what we do</b> Current information about us; our structures, locations, and contacts.	
Head teacher's contact details.	School website
Who is who in the school/academy.	
Who is who on the governing body/board of governors and selection criteria for appointment.	
Governing body's or board of governors'/trustees' contact details.	
Instrument of Government	
School session times and term dates	

<b>Class 2 – What we spend and how we spend it</b> Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.	
Annual budget and financial statements	On request – H/C
Capital funding.	On request – H/C
Financial audit reports.	On request – H/C
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	On request – H/C
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	On request – H/C
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	On request – H/C
Details of any premiums we receive such as Pupil premium, 'Catch Up Premium' and School Sports Premium.	School website

<b>Class 3 – What our priorities are and how we are doing</b> Our current strategies and plans, performance indicators, audits, inspections, and reviews.	
Annual Report from the Governing Body	School website – H/C on request
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	Ofsted website
Exam and assessment results.	School website
Performance tables	Ofsted website
Our school profile and performance data supplied to the Government (GIAS)	GIAS website
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	On request – H/C

<b>Class 4 – How we make decisions</b>	
Our decision-making processes and records of decisions.	
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	School website
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	On request – H/C (redacted)

<b>Class 5 – Our policies and procedures</b>	
Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum, we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	School website
Safeguarding and child protection, including protecting children’s personal data.	School website
Equality and Diversity.	School website – Single Equalities Scheme
Policies and procedures relating to recruitment and human resources.	School website & CCC website
Special educational needs and disability.	School website – SEND section
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School website – policies section
Pay Policy	DfE – School Teachers Pay & Conditions – DfE website or H/C on request CCC Annual Pay Policy – CCC website or H/C on request
Records management and personal data policies, including: <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 and CCTV usage policies)</li> </ul>	On request – H/C
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	On request – H/C

<b>Class 6 – Lists and Registers</b>	
Lists and registers we currently maintain (does not include the attendance register)	
Curriculum circulars and statutory instruments	School website – H/C on request
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	On request – H/C
Disclosure logs i.e., information provided in response to FOIA requests	On request – H/C
Asset register and Information Asset register	On request – H/C
Any information we are currently legally required to hold in publicly available registers	On request – H/C

<b>Class 7 – The services we offer</b>	
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Extra-curricular activities	H/C on request – school website
Out of school clubs	H/C on request
Services for which the school is entitled to recover a fee, together with those fees	School website
School publications, leaflets, books, and newsletters	School website

## Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Administrative Costs</b>		£15.00 per hour
<b>Statutory Fee</b>		In accordance with the relevant legislation