



Freedom of Information

Guide to information available from **St. Vincent's R.C. Primary** under the model publication scheme.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
<p>Class 1- Who we are and what we do</p> <p><i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only</i></p>	<p><i>Hard Copy</i></p> <p><i>School Website</i></p> <p><i>Hard Copy & School Website</i></p> <p><i>Not Applicable</i></p>	<p>Photocopying costs may be charged</p>
Who's who in the school	<i>School Website</i>	Free
Who's who on the governing body / board of governors and the basis of their appointment	<i>School Website</i>	Free
Instrument of Government / Articles of Association	<i>Hard Copy</i>	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<i>School Website</i>	Free
School prospectus (if any)	<i>School Website</i>	Free
Annual Report (if any)	N/A	
Staffing structure	<i>School Website</i>	Free
School session times and term dates	<i>School Website</i>	Free
Address of school and contact details, including email address.	<p><i>School Website</i></p> <p><i>Hard Copy</i></p> <p><i>Signage</i></p>	Free

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
<p>Class 2- What we spend and how we spend it</p> <p><i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p>	<p><i>Hard Copy</i></p> <p><i>School Website</i></p> <p><i>Hard Copy & School Website</i></p> <p><i>Not Applicable</i></p>	<p>Photocopying costs may be charged</p>
Annual budget plan and financial statements	Inspection only	Free
Capital Funding	Inspection only	Free
Financial audit reports	Inspection only	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection only	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Inspection only	Free
Pay policy	Hard copy	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Inspection only	Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Inspection only	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Inspection only	Free

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
<p>Class 3- What our priorities are and how we are doing</p> <p><i>(Strategies and plans, performance indicators, audits inspections and reviews)</i></p> <p><i>Current information as a minimum</i></p>	<p><i>Hard Copy</i></p> <p><i>School Website</i></p> <p><i>Hard Copy & School Website</i></p> <p><i>Not Applicable</i></p>	Free
<p>School profile (if any)</p> <p>And in all cases:</p> <p>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</p>	<p><i>School Website</i></p> <p><i>School Website</i></p>	Free
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	<i>School Website</i>	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	Free
Performance data or a direct link to it	<i>School Website</i>	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A	
Safeguarding and child protection	<i>School Website</i>	Free

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
<p>Class 4- How do we make decisions.</p> <p><i>(Decisions making processes and records of decisions)</i></p> <p><i>Current and previous 3 years as a minimum</i></p>	<p><i>Hard Copy</i></p> <p><i>School Website</i></p> <p><i>Hard Copy & School Website</i></p> <p><i>Not Applicable</i></p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p><i>School Website</i></p>	<p>Free</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Inspection only</p>	<p>Free</p>

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
<p>Class 5- Our policies and procedures</p> <p><i>(current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</i></p>	<p><i>Hard Copy</i></p> <p><i>School Website</i></p> <p><i>Hard Copy & School Website</i></p> <p><i>Not Applicable</i></p>	<p>Free</p>
<p>Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)</p>	<p><i>School Website</i></p>	<p>Free</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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p><i>School Website</i></p>	<p>Free</p>

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
Class 6- Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register)</i>	<i>Hard Copy</i> <i>School Website</i> <i>Hard Copy & School Website</i> <i>Not Applicable</i>	
Curriculum circulars and statutory instruments	N/A	
Disclosure logs	N/A	
Asset register	Inspection Only	Free
Any information the school is currently legally required to hold in publicly available registers	N/A	

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
Class 7- The Services we offer <i>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>	<i>Hard Copy</i> <i>School Website</i> <i>Hard Copy & School Website</i> <i>Not Applicable</i>	Free
Extra-curricular activities	School Website	Free
Out of school clubs	School Website Hard Copy	Free
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications, leaflets, books and newsletters	School Website Hard Copy	Free

<p>Additional Information</p> <p><i>This will provide the school with the opportunity to publish information that is not itemised in the lists above</i></p>	<p><i>Hard Copy</i></p> <p><i>School Website</i></p> <p><i>Hard Copy & School Website</i></p> <p><i>Not Applicable</i></p>	

<p>Schedule of Charges</p> <p><i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i></p>		
<p>Type of charge – example; costs to school, statutory fee</p>	<p>Description – example; postage, photocopying, printing</p>	<p>Basis of Charge – example: First class stamp cost, cost of paper and printing</p> <p>*The actual cost incurred by the school</p>