**SS Peter and Paul Catholic Primary**

Model Publication Scheme



June 10, 2020 reviewed June 2022

SS Peter & Paul Primary School

**Model Publication Scheme**

This scheme follows the model approved by the ICO and commits our school to make information available to the public as part of its normal business activities. We will:

* Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
* Specify the information which is held by the school and falls within the classifications below.
* Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
* Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
* Review and update on a regular basis the information the school makes available under this scheme.
* Produce a schedule of any fees charged for access to information which is made proactively available.
* Make this publication scheme available to the public.
* Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is 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 the school is 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 section 19 of the Freedom of Information Act 2000. The terms ‘dataset’ and ‘relevant copyright work are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.
1. **Classes of information**

Information that is available under this scheme includes:

* **Who we are and what we do:** Organisational information, locations and contacts, information on constitutional and legal governance.
* **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
* **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
* **How we make decisions:** Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
* **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
* **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the school.
* **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which **will not** be made available under this scheme includes:

* Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
* Information in draft form or notes, documents in older versions, emails or other correspondence.
* 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.
1. **How information published under this scheme will be made available**

Information covered by this scheme will, as far as possible, be published on the school website. Where this is impracticable, or you do not wish to access the information via the school website, information covered by this scheme can also be obtained by contacting our DPO at: DPO.schools@staffordshire.gov.uk

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

The following information is only available to be viewed in person:

* **Governors minutes**

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

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.

To enable us to process your request quickly, please mark correspondence:

**“PUBLICATION SCHEME INFORMATION REQUEST”**

1. **Freedom of information requests**

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:

**“FREEDOM OF INFORMATION REQUEST”**

1. **Charges**

The purpose of this scheme is to make the maximum 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 has been published and accessible on the school website is available free of charge.

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedule of fees – this is available via our ‘Guide to information’.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

* Photocopying.
* Postage and packaging.
* The costs directly incurred as a result of viewing information.

Where 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.

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

Single paper copies are also available free of charge to parents and prospective parents of the school.

1. **Feedback**

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing body using the following contact details: office@st-peter-st-paul.staffs.sch.uk

# FOI Request Evidence Log

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| --- | --- | --- | --- | --- | --- | --- |
| Date of request | Format (e.g. email or in writing) | Location (Where is the correspondence stored?) | Requester | Repeated request? (Yes/No) | Deemed vexatious or repeated?(Yes/No) | Comments |
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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1: Who we are and what we do** |
| **Our organisational information, structures, locations and contacts** | **Hard copy or website** | **£** |
| Who’s who in the school | School website: URL | Free |
| Who’s who on the governing board, and the basis of their appointment | School website: URL | Free |
| Instrument of Government | Hard copy  | Cost of photocopies |
| Contact details for the headteacher | School website: URL | Free |
| Contact details for the governing board | School website: URL | Free |
| The school prospectus | Hard copy | Cost of photocopies |
| The school’s staffing structure | School website: URL | Free |
| School session times and term dates | School website: URL | Free |
| The school’s address | School website: URL | Free |
| The school’s contact details | School website: URL | Free |
| The school’s email address | School website: URL | Free |
| The school website | School website: URL | Free |
| The names of key personnel | School website: URL | Free |
| **Class 2: What we spend and how we spend it** |
| Our financial information concerning the school’s projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year | Hard copy or website | £ |
| Annual budget plan and financial statements | Hard copy | Cost of photocopies |
| Capital funding | Hard copy | Cost of photocopies |
| Financial audit reports | Hard copy | Cost of photocopies |
| Details of expenditure items over £5000 including costs, supplier and transaction information | Hard copy | Cost of photocopies |
| Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school’s behalf, for example, the LA | Hard copy | Cost of photocopies |
| The pay policy | Hard copy | Cost of photocopies |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories  | Hard copy | Cost of photocopies |
| The staffing, pay and grading structure  | Hard copy | Cost of photocopies |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors | Hard copy | Cost of photocopies |
| **Class 3: What our priories are and how we are doing** |
| Our strategies and plans, performance indicators, audits, inspections and reviews | Hard copy or website | £ |
| Performance data supplied to the government | School website: URL | Free |
| The latest Ofsted summary | School website: URL | Free |
| The latest Ofsted full report | School website: URL | Free |
| The latest post-inspection action plan | School website: URL | Free |
| The performance management policy and procedures | Hard copy | Cost of photocopies |
| The latest performance data | School website: URL | Free |
| The school’s future plans  **(SDP)** | School website: URL | Free |
| The safeguarding and child protection policies and procedures | School website: URL | Free |
| **Class 4: How we make decisions** |
| Our decision-making processes and records of the decision we have made – including the current year and the previous three years | Hard copy or website | £ |
| Admissions policy | School website: URL | Free |
| Information pertaining to admissions decisions  | School website: URL | Free |
| The governing board and its committees’ agendas and meeting minutes  | Hard copy | Cost of photocopies |
| **Class 5: Our policies and procedures** |
| Our current written protocols, policies and procedures for delivering our services and responsibilities | Hard copy or website | £ |
| Capability of staff policy | Hard copy | Cost of photocopies |
| Charging and remissions policy | School website: URL | Free |
| School behaviour policy | School website: URL | Free |
| Sex education policy | School website: URL | Free |
| Special educational needs (SEN) – SEN information report | School website: URL | Free |
| Teacher appraisal policy | Hard copy | Cost of photocopies |
| Teachers’ pay policy | Hard copy | Cost of photocopies |
| Data protection policy | School website: URL | Free |
| Health and safety policy | School website: URL | Free |
| Admissions arrangements | School website: URL | Free |
| Accessibility plan | School website: URL | Free |
| Central record of recruitment and vetting checks | Hard copy | Cost of photocopies |
| Complaints procedure statement | School website: URL | Free |
| Freedom of information procedures | School website: URL | Free |
| Governors’ allowances (schemes for paying) | Hard copy | Cost of photocopies |
| Governing board and committee meeting minutes, and papers considered at meetings | Hard copy | Cost of photocopies |
| Premises management documents | Hard copy | Cost of photocopies |
| Equality information and objectives statement for publication | School website: URL | Free |
| Register of pupils’ admission to school | Hard copy | Cost of photocopies |
| Register of pupils’ attendance | Hard copy | Cost of photocopies |
| Register of business interests of headteachers and governors | School website: URL | Free |
| Staff discipline, conduct and grievance (procedures for addressing) | Hard copy | Cost of photocopies |
| Child protection policy and procedures | School website: URL | Free |
| Early years foundation stage (EYFS) policy and procedures | School website: URL | Free |
| Statement of procedures for dealing with allegations of abuse against staff | School website: URL | Free |
| Supporting pupils with medical conditions policy | School website: URL | Free |
| Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including:* Information security policies
* Records retention, destruction and archive policies
* Information sharing policies
 | Hard copy | Cost of photocopies |
| Charging regimes and policies  | School website: URL | Free |
| **Class 6: Lists and registers** |
| Our currently maintained lists and registers – this does not include our attendance registers | Hard copy or website (Some information may only be available by inspection) | £ |
| Curriculum circulars and statutory instruments | Hard copy | Cost of photocopies |
| Disclosure logs | Hard copy | Cost of photocopies |
| Asset register | Hard copy | Cost of photocopies |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy | Cost of photocopies |
| **Class 7: The services we offer** |
| Information about the services we offer including, leaflets, guidance and newsletters produced for the public and businesses – current information only | Hard copy or website (Some information may only be available by inspection) | £ |
| Extra-curricular activities | School website: URL | Free |
| Out of school clubs | School website: URL | Free |
| Services for which the school is entitled to recover a fee (and details of the fees) | School website: URL | Free |
| School publications, leaflets, books and newsletters | School website: URL | Free |

**Schedule of charges**

This schedule of charges provides a breakdown of how we have determined our charges.

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| --- | --- | --- |
| **Type of charge** | **Description** | **Basis of charge** |
| Disbursement cost | Photocopying/printing charged at **15**p per sheet (black and white) | The actual cost incurred by the school |
| Photocopying/printing charged at **30**p per sheet (colour) | The actual cost incurred by the school |
| Postage | Actual costs of Royal Mail standard 2nd class |
| Statutory fee |  | In accordance with the relevant legislation  |
| Other |  |  |