



ST BEDE'S RC PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

SEPTEMBER 2024

Approved by ¹	
Name:	A Langford
Position:	Chair of Governors
Signed:	
Date:	
Review date ² :	September 2027

Version No: 5

Last Review Date: September 2024

REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
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¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from St Bede's RC Primary School under the model publication scheme

This guide covers only information we currently hold.

Current information to be published	How you can obtain information	Cost
<p>Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>		
Head teacher's contact details.	Website /Hard Copy	£0
Who's who in the school.	Website	£0
Who's who on the governing body and basis of their appointment.	Website	£0
Governing body's or board of governors' contact details.	Website	£0
Instrument of Government.	From School Office	£0
School prospectus.	Website	£0
School session times and term dates	Website/Hard Copy	£0
<p>Class 2 - What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>		
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Staffing and pay is regulated by Cumberland Council	CC website free

Current information to be published	How you can obtain information	Cost
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	School Office	£0
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Office	£0
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.	School Office	£0
Details of any premiums we receive such as Pupil premium and Sports Premium	Website	£0

<p>Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>		
Annual Report/School Improvement Plan.	School Office	£0
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan • Section 48 – RE Inspection 	Website and further detailed information from the headteacher	£0
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	School Office	£0
Our school profile and performance data supplied to the Government (GIAS)	Website and further detailed information from the Headteacher	£0

Current information to be published	How you can obtain information	Cost
<p>Class 4 - How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>		
<p>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.</p>	<p>Website Hard Copy from school office</p>	<p>£0 2p per page</p>
<p>Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.</p>	<p>Via Clerk to the Governing Body - written requests required</p>	<p>£0</p>
<p>Class 5 - Our policies and procedures 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.</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety • Complaints Procedure • Staff Conduct policy • Discipline and Grievance Policies • Staffing structure implementation plan • Information request handling policy • Equal Opportunity 	<p>Website Hard Copy from school office</p>	<p>£0 2p per page</p>

<p>Pupil and Curriculum policies, including:</p> <ul style="list-style-type: none"> • Home School Agreement • Curriculum • Health Education • Special Education Needs • Accessibility • Race Equality • Collective Worship 	<p>Website Hard Copy from school office</p>	<p>£0 2p per page</p>
<p>Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)</p>		
<p>Disclosure logs i.e., information provided in response to FOIA requests</p>	<p>School Office</p>	<p>£0</p>
<p>Asset register and Information Asset register</p>	<p>School Office</p>	<p>£0</p>

<p>Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>		
<p>Extra-curricular activities</p>	<p>Via text/Letters to parents</p>	<p>£0</p>
<p>Out of school clubs</p>	<p>Website and Newsletters</p>	<p>£0</p>
<p>Services for which the school is entitled to recover a fee, together with those fees eg school meals, clubs, trips and visits</p>	<p>Website</p>	<p>£0</p>
<p>School publications, leaflets, books, and newsletters</p>	<p>Via text/letter to parents</p>	<p>£0</p>

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Additional Information Any information that is not itemised in the lists above		

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
Disbursement cost	Photocopying/printing @ 0.02p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.05p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		