

Publication Scheme

Sacred Heart Catholic Primary School

1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- A. Who we are and what we do.
- B. What we spend and how we spend it.
- C. What our priorities are and how we are doing.
- D. How we make decisions.
- E. Our policies and procedures.
- F. Lists and registers.
- G. The services we offer.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.

- 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.

3. Making Information Available:

Information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

4. Charging

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 is published and accessed on a website will be provided free of charge.

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

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of

the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

If 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.

5. Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. The Scheme

Class 1 - Who we are and what we do		
For example: Organisational information, staffing structures, locations and contacts. This will be current information only.	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
Who's who in the school	Website	Nil
Who's who on the governing body and the basis of their appointment	Website	Nil
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Nil
School prospectus	Both	Nil
Staffing structure	Website	Nil
School session times and term dates	Website	Nil

Class 2 – What we spend and how we spend it		
For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
Annual budget plan and financial statements	Hard	1.35p per page (b&w)
Capitalised funding	Hard	1.35p per page (b&w)
Additional funding	Hard	1.35p per page (b&w)
Procurement and projects	Hard	1.35p

		per page (b&w)
Pay policy	Hard	1.35p per page (b&w)
Staffing and grading structure	Hard	1.35p per page (b&w)

<p>Class 3 – What our priorities are and how we are doing</p> <p>For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
<p>School profile:</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report: <ul style="list-style-type: none"> - Summary - Full report 	Website	Nil
Performance management policy and procedures adopted by the governing body.	Hard	1.35p per page (b&w)
School development plan	Hard	1.35p per page (b&w)
Every Child Matters – policies and procedures	Hard	1.35p per page (b&w)

Class 4 – How we make decisions For example: Decision making processes and records of decisions. Current and previous three years as a minimum	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
Admissions policy (not individual admission decisions)	Both	1.35p per page (b&w)
Agendas of meetings of the governing body and (if held) its sub-committees	Hard	1.35p per page (b&w)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard	1.35p per page (b&w)

Class 5 – Our policies and procedures For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	<ul style="list-style-type: none"> • Hard Copy • Website • Both 	
Information to be published	How to get a copy	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints policy • Staff code of conduct • Discipline and grievance policies • Equality objectives plan • Whistleblowing policy 	Both	1.35p per page (b&w)
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum statement • Sex education • Special educational needs and disability (SEND) • Accessibility • Collective worship • Anti-bullying • Behaviour 	Both	1.35p per page (b&w)

<ul style="list-style-type: none"> • Child protection • Intimate personal care 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Records retention schedule • Data protection • Freedom of information/Statutory requests • Privacy notice 	Both	1.35p per page (b&w)

<p>Class 6 – Lists and Registers</p> <p>For example: Currently maintained lists and registers only</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both • Some information may only be available by inspection 	
Information to be published	How to get a copy	Cost
Asset register	Hard	1.35p per page (b&w)
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Hard	1.35p per page (b&w)

<p>Class 7 – The services we offer</p> <p>For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both • Some information may only be available by inspection 	
Information to be published	How to get a copy	Cost
Extra-curricular activities	Website	Nil
Out of school clubs	Website	Nil
Leaflets, letters and newsletters	Website	Nil

7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing @ 1.35p per sheet (black & white)	Actual cost 1.35p per sheet (black & white) *
	Photocopying/printing @ 3.50p per sheet (colour)	Actual cost 3.50p per sheet (colour) *
	Postage	Actual cost of Royal Mail standard 2 nd class *

* The actual cost incurred by the school