

## Freedom of Information Act Publication Scheme

### St Joseph's Publication Scheme under the Freedom of Information Act

#### Mission Statement

"In our family, we care for each other, learning together through Jesus."

This Publication Scheme is a means of showing how we are pursuing the school's aims.

Information to be published	How the information can be obtained	Cost
<b><u>Who we are and what we do</u></b> <b><i>Organisational information, structures, locations and contacts</i></b> <i>This will be current information only. This will need to be monitored / maintained.</i>	Hard copy and/or website	1p/page
<b>Who's who in the school / Location and contact information</b>	Website and/or hard copy	1p/page
<b>Who's who on the governing body and the basis of their appointment</b>	Website and/or hard copy	1p/page
<b>Instrument of Government / Articles of Association</b>	Website and/or hard copy	1p/page
<b>School prospectus (if any)</b>	Website and/or hard copy	1p/page
<b>Staffing structure</b>	Website and/or hard copy	1p/page
<b>School session times and term dates</b>	Website and/or hard copy	1p/page

Information to be published	How the information can be obtained	Cost
<p><b><u>What we spend and how we spend it</u></b>  <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>            There is an expectation that information in this class should be made available for at least the current and previous two financial years.            This will need to be monitored / maintained.</p>	Hard copy	1p/page
<b>Annual budget plan and financial statements</b>	Hard Copy	1p/page
<b>Capital funding</b>	Hard Copy	1p/page
<b>Financial audit reports</b>	Hard Copy	1p/page
<p><b>Details of expenditure items over £2000</b>            Published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	Hard Copy	1p/page
<p><b>Procurement and contracts</b>            Details of procurements 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).</p>	Hard Copy	1p/page
<b>Pay policy</b>	Website and/or hard copy	1p/page

<p><b>Staff allowances and expenses</b>  Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.</p>	Hard copy	1p/page
<p><b>Staff pay and grading structure</b>  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.</p>	Hard copy	1p/page
<p><b>Governors' allowances</b>  Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.</p>	Hard copy	1p/page

Information to be published	How the information can be obtained	Cost
<p><b><u>What our priorities are and how we are doing</u></b>  <b><i>Strategies and plans, performance indicators, audits, inspections and reviews</i></b>  <i>Current information as a minimum. This will need to be monitored / maintained.</i></p>	Website and/or hard copy	1p/page
<p><b>School profile</b> (if any)  <i>And in all cases</i></p> <ul style="list-style-type: none"> <li><i>Performance data supplied to the government or a direct link to the data.</i></li> </ul>	Website and/or hard copy	1p/page

<ul style="list-style-type: none"> <li>• <i>The latest Ofsted report – Summary / Direct link to report on Ofsted website</i></li> <li>• <i>The latest Ofsted report – Full / Direct link to report on Ofsted website</i></li> <li>• <i>Post inspection action plan</i></li> </ul>		
<b>Performance management policy and procedures adopted by the governing body</b>	Website and/or hard copy	1p/page
<b>Performance data</b> or a direct link to it	Website and/or hard copy	1p/page
<b>Schools future plans</b> Proposals for and any consultation on the future of the school, such as change in status, plans to federate, safeguarding and child protection.	Website and/or hard copy	1p/page
<b>Safeguarding and child protection</b> The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.	Website and/or hard copy	1p/page

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>How we make decisions</u></b>		
<b>Admissions policy / decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal.	Website and/or hard copy	1p/page
<b>Minutes of meetings of the governing body and its committees</b> Excluding information that is properly considered private to the meeting.	Hard copy	1p/page

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Information to be published	How the information can be obtained	Cost
<p><b><u>Our policies and procedures</u></b>  <b>Current written protocols, policies and procedures for delivering school services and responsibilities</b>            There is an expectation for information in this class to be current information. 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 government. These will include policies and procedures for handling information requests. This will need to be monitored / maintained.</p>	Hard copy and/or website	1p/page
<b>School policies</b>	Website and/or hard copy	1p/page
<b>Pupil and curriculum policies</b>	Website and/or hard copy	1p/page
<p><b>Records management and personal data policies</b>            This will include:</p> <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 policies, privacy notice)</li> </ul>	Website and/or hard copy	1p/page
<b>Equality and diversity (including equal opportunities) policies</b>	Website and/or hard copy	1p/page
<b>Policies and procedures for the recruitment of staff</b>	Website and/or hard copy	1p/page

<b>Charging regimes and policies</b>	Website and/or hard copy	1p/page
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Information to be published	How the information can be obtained	Cost
<b><u>Lists and Registers</u></b> Currently maintained lists and registers only (this does not include the attendance register.) This will need to be monitored / maintained.	Hard copy and/or website (some information in this class may only be available by inspection)	1p/page
<b>Curriculum circulars and statutory instruments</b>	Hard Copy	1p/page
<b>Asset register</b>	Hard copy	1p/page
<b>Any information the school is currently legally required to hold in publicly available registers</b> This does not include the attendance register.	Hard copy	1p/page

Information to be published	How the information can be obtained	Cost
<b><u>The services we offer</u></b> <b>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</b> Current information only. This will need to be monitored / maintained.	Hard copy and/or website	1p/page

<b>Extra-curricular activities</b>	Website and/or hard copy	1p/page
<b>Out of school clubs</b>	Website and/or hard copy	1p/page
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	Website and/or hard copy	1p/page
<b>School publications, leaflets, books and newsletters</b>	Website and/or hard copy	No charge for the first copy of the newsletter. Additional copies are 1p/page

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>Additional Information</u></b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		1p/page

## **Schedule of Charges**

### **Charges which may be made for Information published under this scheme**

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 authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage & packaging and the costs directly incurred as a result of viewing information

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute if applicable)
<b>Other</b>		

\* The actual cost incurred by the school.