



FREEDOM OF INFORMATION

Publication Scheme

The information in this publication scheme was agreed by the Governing Body on 14th December 2023 and will be reviewed in full by the Governing Body every year.

It is due for review in Autumn 2024.

Signature  Headteacher Date: 14th December 2023

Signature  Chair of Governors Date: 14th December 2023

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	14.12.2023	SF	FGB	ICO model scheme - adopted in full. The school must adopt the ICO's model scheme and make it publicly available, it does not need to be amended in any way. ICO template for primary schools used to create published information table.
2				
3				



FREEDOM OF INFORMATION

Publication Scheme

All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

<https://ico.org.uk/media/for-organisations/documents/11103/model-publication-scheme.pdf>

OUR PUBLISHED GUIDE TO INFORMATION

Schools should publish a guide to information alongside the publication scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information



Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school	Website: http://www.holycrossrcpri.iow.sch.uk/web/staff/618499 Hard copy: available upon request - contact school	Free 10p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: http://www.holycrossrcpri.iow.sch.uk/web/governors/618497 Hard copy: available upon request - contact school	Free 10p per page
Instrument of Government / Articles of Association	Website: http://www.holycrossrcpri.iow.sch.uk/web/governors/618497 Hard copy: available upon request - contact school	Free 10p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: http://www.holycrossrcpri.iow.sch.uk/web/contact/591782 Hard copy: available upon request - contact school	Free 10p per page



Staffing structure	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/staff/618499</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>
School session times and term dates	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/school_day/591999</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>
Address of school and contact details, including email address.	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/contact/591782</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>
<p>Class 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year as a minimum)</p>		
Annual budget plan and financial statements	<p>Hard copy: available upon request - contact school</p>	<p>10p per page</p>
Capital funding	<p>Hard copy: available upon request - contact school</p>	<p>10p per page</p>



Financial audit reports	Hard copy: available upon request - contact school	10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available upon request - contact school	10p per page
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).	Hard copy: available upon request - contact school	10p per page
Pay policy	Hard copy: available upon request - contact school	10p per page
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.	Hard copy: available upon request - contact school	10p per page
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.	Hard copy: available upon request - contact school	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	10p per page



Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information as a minimum)		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan 	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/welcome from fr jonathan/591912</p> <p>Website: http://www.holycrossrcpri.iow.sch.uk/web/school performance data/591882</p> <p>Website: http://www.holycrossrcpri.iow.sch.uk/web/ofsted reports/607823</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>Free</p> <p>10p per page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy: available upon request - contact school</p>	<p>10p per page</p>
<p>Performance data or a direct link to it</p>	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/school performance data/591882</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>



The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	10p per page
Safeguarding and child protection	Website: http://www.holycrossrcpri.iow.sch.uk/web/safeguarding/591881 Hard copy: available upon request - contact school	Free 10p per page
Class 4 – How we make decisions (decision making processes and records of decisions) (current and previous three years as a minimum)		
Admissions policy/decisions (not individual admission decisions)	Website: http://www.holycrossrcpri.iow.sch.uk/web/admissions/591803 Hard copy: available upon request - contact school	Free 10p per page
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).	Hard copy: available upon request - contact school	10p per page



<p>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (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 English government. These will include policies and procedures for handling information requests)</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/policies_and_documents/591816 Hard copy: available upon request - contact school</p>	<p>Free 10p per page</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.</p> <p>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>Website: http://www.holycrossrcpri.iow.sch.uk/web/policies_and_documents/591816 Hard copy: available upon request - contact school</p>	<p>Free 10p per page</p>



Class 6 – Lists and Registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/curriculum_overview/591841 http://www.holycrossrcpri.iow.sch.uk/web/half-termly_curriculum_grids/618511 http://www.holycrossrcpri.iow.sch.uk/web/religious_education/618509 Hard copy: available upon request - contact school</p>	Free 10p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free



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)		
Extra-curricular activities	Hard copy: available upon request - contact school	10p per page



<p>Out of school clubs</p>	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/school_day/591999 Hard copy: available upon request - contact school</p>	<p>Free 10p per page</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/policies_and_documents/591816 Hard copy: available upon request - contact school</p>	<p>Free 10p per page</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website: http://www.holycrossrcpri.iow.sch.uk/web/home/591779 Hard copy: available upon request - contact school</p>	<p>Free 10p per page</p>



SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost*	10 pence per page
	Photocopying/printing @ ..p per sheet (colour)	Actual cost*	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class	710 pence
Statutory Fee	In accordance with the relevant legislation		Not applicable

* the actual cost incurred by the public authority