

Freedom of Information

Guide to information available from **St Cuthbert's Catholic First School** under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see "how to complete the guide to Information"	How the information can be obtained	Cost
<p>Class 1- Who we are and what we do</p> <p><i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only</i></p>		
Who's who in the school	School Website www.st-cuthbertsrc.northumberland.sch.uk	
Who's who on the governing body / board of governors and the basis of their appointment	School Website www.st-cuthbertsrc.northumberland.sch.uk	
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website www.st-cuthbertsrc.northumberland.sch.uk	
School prospectus (if any)	School Website www.st-cuthbertsrc.northumberland.sch.uk	
Staffing structure	Hard Copy	10p/sheet contact secretary
School session times and term dates	School Website www.st-cuthbertsrc.northumberland.sch.uk	
Address of school and contact details, including email address.	School Website www.st-cuthbertsrc.northumberland.sch.uk	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
<p>Class 2- What we spend and how we spend it</p> <p><i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p>		
Annual budget plan and financial statements	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
Capital Funding	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
Financial audit reports	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
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).	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
Pay policy	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
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	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
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.	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<i>Hard Copy</i>	<i>10p/sheet contact secretary</i>
---	------------------	--

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
<p>Class 3- What our priorities are and how we are doing</p> <p><i>(Strategies and plans, performance indicators, audits inspections and reviews)</i></p> <p><i>Current information as a minimum</i></p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <p>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</p>	<p><i>Hard Copy & School Website</i></p> <p>www.st-cuthbertsrc.northumberland.sch.uk</p>	<p><i>10p/sheet contact secretary</i></p>
<p>The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report</p> <p>Post-inspection action plan</p>	<p><i>Hard Copy & School Website</i></p> <p>www.st-cuthbertsrc.northumberland.sch.uk</p>	<p><i>10p/sheet contact secretary</i></p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><i>Hard Copy</i></p>	<p><i>10p/sheet contact secretary</i></p>
<p>Performance data or a direct link to it</p>	<p><i>Hard Copy</i></p>	<p><i>10p/sheet contact secretary</i></p>
<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</p>	<p><i>Hard Copy</i></p>	<p><i>10p/sheet contact secretary</i></p>
<p>Safeguarding and child protection</p>	<p><i>Hard Copy & School Website</i></p> <p>www.st-cuthbertsrc.northumberland.sch.uk</p>	<p><i>10p/sheet contact secretary</i></p>

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
<p>Class 4- How do we make decisions.</p> <p><i>(Decisions making processes and records of decisions)</i></p> <p><i>Current and previous 3 years as a minimum</i></p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p><i>School Website</i> www.st-cuthbertsrc.northumberland.sch.uk</p>	
<p>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).</p>	<p><i>Hard Copy</i></p>	<p><i>10p/sheet contact secretary</i></p>

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
<p>Class 5- Our policies and procedures</p> <p><i>(current written protocols, polices and procedures for delivering our services and responsibilities)</i></p> <p><i>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</i></p>		
<p>Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)</p>	<p>School Website www.st-cuthbertsrc.northumberland.sch.uk</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. 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>School Website www.st-cuthbertsrc.northumberland.sch.uk</p>	

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 6- Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register)</i>		
Curriculum circulars and statutory instruments	<i>School Website</i> www.st-cuthbertsrc.northumberland.sch.uk	
Disclosure logs	<i>Not Applicable</i>	
Asset register	<i>Inspection only</i>	
Any information the school is currently legally required to hold in publicly available registers	<i>Hard copy</i>	<i>10p/sheet contact secretary</i>

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 7- The Services we offer <i>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Extra-curricular activities	<i>School Website</i> www.st-cuthbertsrc.northumberland.sch.uk	
Out of school clubs	<i>School Website</i> www.st-cuthbertsrc.northumberland.sch.uk	
Services for which the school is entitled to recover a fee, together with those fees	<i>School Website</i> www.st-cuthbertsrc.northumberland.sch.uk	

School publications, leaflets, books and newsletters	School Website www.st-cuthbertsrc.northumberland.sch.uk	
--	--	--

Schedule of Charges <i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i>		
Type of charge	Description –	Basis of Charge –
Costs to school	postage, photocopying, printing	First class stamp cost, cost of paper and printing