

# NEWMAN CATHOLIC SCHOOL

# FREEDOM OF INFORMATION PUBLICATION SCHEME

## 2018

Approved by <sup>1</sup>	
Name:	A Abernethy
Position:	Chair of Governors
Signed:	
Date:	
Review date <sup>2</sup> :	2021

<sup>1</sup>The Governing Body are free to determine how to implement.

<sup>2</sup>The Governing Body are free to determine review frequency.



## Freedom of Information. Guide to information available from Newman Catholic School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Electronic/hard Copy	See SoC Page 8
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus	Electronic/hard Copy	Free
Staffing structure	Electronic/hard Copy	See SoC Page 8
School session times and term dates	Website	Free
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Electronic/hard Copy	See SoC Page 8
Capitalised funding	Electronic/hard Copy	See SoC Page 8
Additional funding	Electronic/hard Copy	See SoC Page 8

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Procurement and projects	Electronic/hard Copy	See SoC Page 8
Pay policy	Electronic/hard Copy	See SoC Page 8
Staffing and grading structure	Electronic/hard Copy	See SoC Page 8
Governors' allowances	Electronic/hard Copy	See SoC Page 8
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Web Site	Free
Performance management policy and procedures adopted by the governing body.	Electronic/hard Copy	See SoC Page 8
Schools future plans	Electronic/hard Copy	See SoC Page 8
Every Child Matters – policies and procedures	Web Site	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Web Site	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Electronic/hard Copy	See SoC Page 8
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Electronic/hard Copy	See SoC Page 8

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Web Site	Free
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Web Site	Free

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Records management and personal data policies, including: <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)</li> </ul>	Electronic/hard Copy	See SoC Page 8
Charging regimes and policies.  See Charging and Remissions Policy	Website	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Electronic/Hard Copy	See SoC Page 8
Disclosure logs	Electronic/Hard Copy	See SoC Page 8
Asset register	Electronic/Hard Copy	See SoC Page 8
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Electronic/Hard Copy	See SoC Page 8
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Extra-curricular activities	Web Site	Free
Out of school clubs	Web Site	Free
School publications	Web Site	Free
Services for which the school is entitled to recover a fee, together with those fees	Web Site	Free
Leaflets books and newsletters	Web Site	Free

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<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Personal records regarding you or your child	Hard Copy	Free

### Contact details:

**The School Bursar  
Newman Catholic School  
Silverdale Road  
Carlisle  
CA1 3PQ**

**01228 404942**

**[bursar@newman.cumbria.sch.uk](mailto:bursar@newman.cumbria.sch.uk)**

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## 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
<b>Disbursement cost</b>	Photocopying/printing @ per sheet (black & white)	Actual print cost plus paper cost *
	Photocopying/printing @ per sheet (colour)	Actual print cost plus paper cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class by weight/size *
<b>Statutory Fee</b>	Staff Time – FoIA 2000 Section 13(1)-(3)	£25.00 Flat Rate ^
<b>Other</b>		

\* the actual cost incurred by the school

^ charged at the school's discretion?