



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved by	
Name:	A. Yellowley
Position:	Chair of Governors
Signed:	<i>A Yellowley</i>
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Review date ² :	March 2022

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

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Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and or school website
Who’s who in the school	Hard copy and or school website
Who’s who on the board of governors and the basis of their appointment	Hard copy and or school website
Instrument of Government	Hard copy and or school website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Hard copy and or school website
School prospectus	Hard copy and or school website
Staffing structure	Hard copy and or school website
School session times and term dates	Hard copy and or school website
Address of school and contact details, including email address	Hard copy and or school website

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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	Electronic/ hard copy
Annual budget plan and financial statements	Electronic/ hard copy
Capital funding	Electronic/ hard copy
Financial audit reports	Electronic/ hard copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Electronic/ hard copy
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)	Electronic/ hard copy
Pay policy	Electronic/ hard copy
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.	Electronic/ hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Electronic/ hard copy

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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	
School profile (if any) And in all cases: <ul style="list-style-type: none">• Performance data supplied to the Government, or a direct link to the data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan	Electronic/ hard copy
Performance management policy and procedures adopted by the governing body.	Electronic/ hard copy
Performance data or a direct link to it	Electronic/ hard copy
The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Electronic/ hard copy
Safeguarding and child protection	Electronic/ hard copy

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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) – where applicable	Electronic/ hard copy
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).	Electronic/ hard copy

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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)	Electronic/ hard copy
<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>	Electronic/ hard copy

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	
Curriculum circulars and statutory instruments	Electronic/ Hard copy
Disclosure logs	Electronic/ Hard copy
Asset register	Electronic / Hard copy
Any information the school is currently legally required to hold in publicly available registers	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
Extra-curricular activities	Electronic/ hard copy
Out of school clubs	Electronic/ hard copy
Services for which the school is entitled to recover a fee, together with those fees	Electronic/ hard copy
School publications, leaflets, books and newsletters	Electronic/ hard copy
<p>Additional Information</p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>	

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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
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Staff Time – FoIA 2000 Section 13(1)-(3)	£25.00 Flat Rate ^