



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved by	
Name:	C. Battle
Position:	Chair of Governors
Signed:	<i>C. Battle</i>
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Review date:	September 2026

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

² The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from St John Henry Newman Catholic School under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) ‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ (v4.0) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information
<p>Class 1 - Who we are and what we do</p> <p>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/</p> <p>Contact school on 01228 404942</p>
<p>Head teacher’s contact details.</p>	<p>Contact school on 01228 404942</p>
<p>Who’s who in the school.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/about-our-school/staff</p> <p>Contact school on 01228 404942</p>
<p>Who’s who on the governing body and selection criteria for appointment.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/about-our-school/governors</p> <p>Contact school on 01228 404942</p>
<p>Governing body’s contact details.</p>	<p>Contact school on 01228 404942</p>

Current information to be published	How you can obtain information
Instrument of Government.	Contact school on 01228 404942
School prospectus.	Visit school website: https://www.newman.cumbria.sch.uk/about-our-school/prospectus Contact school on 01228 404942
School times and term dates	Visit school website: https://www.newman.cumbria.sch.uk/parents/term-dates-parents-evenings https://www.newman.cumbria.sch.uk/parents/school-day Contact school on 01228 404942
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.</p> <p>Current and previous financial year as a minimum.</p>	Visit: https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=112399
Annual budget and financial statements annual accounts.	Visit: https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=112399
Capital funding.	Requested by emailing dpo@newman.cumbria.sch.uk Contact school on 01228 404942
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Requested by emailing dpo@newman.cumbria.sch.uk Contact school on 01228 404942

Current information to be published	How you can obtain information
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Requested by emailing dpo@newman.cumbria.sch.uk Contact school on 01228 404942
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Requested by emailing dpo@newman.cumbria.sch.uk Contact school on 01228 404942
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Requested by emailing dpo@newman.cumbria.sch.uk Contact school on 01228 404942
Details of any premiums we receive such as Pupil premium.	Requested by emailing dpo@newman.cumbria.sch.uk Contact school on 01228 404942
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, inspections, and reviews.	Contact school on 01228 404942
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Visit: https://files.ofsted.gov.uk/v1/file/50060121
Exam and assessment results.	Visit: https://www.compare-school-performance.service.gov.uk/school/112399/st-john-henry-newman-catholic-school/secondary/results-over-time?accordionstate=0 Contact school on 01228 404942
Performance tables	Contact school on 01228 404942

Current information to be published	How you can obtain information
Careers programme information	Visit school website: https://www.newman.cumbria.sch.uk/careers/careers-main https://www.newman.cumbria.sch.uk/parents/documents-policies/437-careers-programme-booklet/file
Our future plans e.g., proposals for and any consultation on the future of our school such as a change in status.	Visit school website: https://www.newman.cumbria.sch.uk/media/attachments/2021/11/11/school-improvement-plan.pdf https://www.newman.cumbria.sch.uk/about-our-school/school-performance
Our school profile and performance data supplied to the Government (GIAS)	Contact school on 01228 404942
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Contact school on 01228 404942
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/446-admissions-policy/file Contact school on 01228 404942
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Contact school on 01228 404942

Current information to be published	How you can obtain information
<p>Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies</p>
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/526-child-protection-policy-and-procedures/file</p>
<p>Equality and Diversity.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/470-single-equality-policy/file</p>
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/487-safe-recruitment-selection-vetting-policy-procedures/file</p>
<p>Special educational needs and disability.</p>	<p>Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/457-send-policy/file</p>

Current information to be published	How you can obtain information
Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/480-complaints-procedure/file
Pay Policy	Contact school on 01228 404942
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention destruction and archive policies Data protection (including information sharing and CCTV usage policies) 	Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/445-data-protection-policy/file https://www.newman.cumbria.sch.uk/parents/documents-policies/513-cctv-policy/file
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/525-charging-and-remissions-policy/file
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Contact school on 01228 404942
Curriculum circulars and statutory instruments	Contact school on 01228 404942
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Contact school at dpo@newman.cumbria.sch.uk
Disclosure logs i.e., information provided in response to FOIA requests	Contact school at dpo@newman.cumbria.sch.uk

Current information to be published	How you can obtain information
Asset register and Information Asset register	Contact school at dpo@newman.cumbria.sch.uk
Any information we are currently legally required to hold in publicly available registers	Contact school on 01228 404942
<p>Class 7 – The services we offer</p> <p>Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	Contact school on 01228 404942
Extra-curricular activities	Visit school website: https://www.newman.cumbria.sch.uk/students/activities
Services for which the school is entitled to recover a fee, together with those fees	Visit school website: https://www.newman.cumbria.sch.uk/parents/documents-policies/525-charging-and-remissions-policy/file

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	A4 Photocopying/printing @ 5p per sheet (black & white) A3 Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	A4 Photocopying/printing @ 5p per sheet (colour) A3 Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Other format of communication	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Staff Time – FOIA 2000 Section 13(1)-(3)	In accordance with the relevant legislation £25.00 Flat Rate