



Information available from Our Lady of the Assumption RC Primary School under the ICO model publication scheme

Information to be published	How you can obtain the information	Document size (approx.)
Class 1 - Who we are and what we do		
Information about us; our structures, locations and contacts	Website	
Contact details for the school, postal and email address.	Website	
Head teacher's contact details	Website	
Who's who in the school	Website	
Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website	
Instrument of Government	Hard Copy	1 page
School prospectus	Hard copy	16 pages
School session times and term dates	Website	
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Hard copy	Variable
Annual budget and financial statements	Hard copy	Variable
Capital funding	Hard copy	1 page
Financial Audits reports	Hard copy	Variable
Details of expenditure items over £2000 – current and previous year	Hard copy	1 page
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range	Hard copy	2 pages
Staff allowances and expenses that can incurred, with totals paid to individual senior staff members	Hard copy	1 page
Governor allowances that can be incurred, with totals paid to individual governors	Hard copy	1 page
Procurement and contracts we have entered into	Hard copy	Variable
Details of any premiums we receive such as Pupil premium.	Website	

Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy	Variable
Annual Report	Hard copy	Variable
Latest Ofsted - Summary - Full report - Post-inspection action plan	Hard copy Website	4 pages
SATs results	Hard copy	1 page
Performance tables	Not held	
The school's future plans. eg. proposals for and any consultation on the future of our school such as a change in status.	Hard copy	1 page
School profile and performance data supplied to the Government	DfE Website	
Data Protection impact assessments	Hard copy	Variable
Class 4 – How we make decisions		
Decision making processes and records of decisions	Hard copy – if applicable	Variable
Admissions policy	Website	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy	Variable
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	Website or hard copy – depending on particular policy	Variable
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website or hard copy – depending on particular policy	Variable
Safeguarding and child protection, including protecting children's personal data	Website	
Equality and Diversity	Website	
Policies and procedures relating to recruitment and human resources	Hard copy	12 pages
Special educational needs	Website	
Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website or hard copy – depending on particular policy	Variable
Pay Policy	Hard copy	19 pages
Records management (Information security policies, records retention, destruction and archive policies) Data protection (including information sharing policies)	Website	
Charging regimes and policies	Website	

Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register)	Hard copy - some information may only be available by inspection	Variable
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy	Variable
Asset register and Information Asset register	Hard copy	Variable
Any information we are currently legally required to hold in publicly available registers	Website or hard copy – depending on information required	Variable
Class 7 – The services we offer		
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Not held	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which we are entitled to recover a fee, together with those fees	Hard copy	1 page
Requests for paper copies of information	Hard copy	Variable
Our newsletters	Website	
Additional Information Any information that is not itemised in the lists above	Website or hard copy – depending on information required	Variable

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.0021p per sheet (black & white)	Current actual cost per copy
	Photocopying/printing @ 0.021p per sheet (colour)	Current actual cost per copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Where the cost of compliance exceeds the appropriate limit, and we chose to respond, staff time is chargeable at £25 per hour.	In accordance with the Freedom of Information Act Part 1 section 13