

## Freedom of Information

### Guide to information available from St. Vincent's Catholic Primary School under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>	<p>On our website: <a href="http://www.stvincentsknutsford.co.uk/page/about-us/30130">http://www.stvincentsknutsford.co.uk/page/about-us/30130</a></p>	<p>Nil</p>
<p>Who's who in the school</p>	<p>On our website: <a href="http://www.stvincentsknutsford.co.uk/page/our-staff/29163">http://www.stvincentsknutsford.co.uk/page/our-staff/29163</a></p>	<p>Nil</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>On our website: <a href="http://www.stvincentsknutsford.co.uk/page/governors/29171">http://www.stvincentsknutsford.co.uk/page/governors/29171</a></p>	<p>Nil</p>

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Instrument of Government / Articles of Association	On our website: <a href="http://www.stvincentsknutsford.co.uk/serve_file/751831">http://www.stvincentsknutsford.co.uk/serve_file/751831</a>	Nil
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	On our website: <a href="http://www.stvincentsknutsford.co.uk/contact">http://www.stvincentsknutsford.co.uk/contact</a>	Nil
School prospectus (if any)	Available from school (hard copy) <a href="http://www.stvincentsknutsford.co.uk/serve_file/6866371">http://www.stvincentsknutsford.co.uk/serve_file/6866371</a>	Nil
Annual Report (if any)	N/A	Nil
Staffing structure	Available from school (hard copy)	Nil
School session times and term dates	On our website: <a href="http://www.stvincentsknutsford.co.uk/page/school-term-dates/29370">http://www.stvincentsknutsford.co.uk/page/school-term-dates/29370</a>	Nil
Address of school and contact details, including email address.	On our website: <a href="http://www.stvincentsknutsford.co.uk/c">http://www.stvincentsknutsford.co.uk/c</a>	Nil

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	<a href="#">ontact</a>	
<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>	(hard copy and/or website)	
Annual budget plan and financial statements	Available from school	Nil
Capital funding	Available from school	Nil
Financial audit reports	Available from school	Nil
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available from school	Nil

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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).	Available from school	Nil
Pay policy	Available from school	Nil
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.	Available from school	Nil
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.	Available from school	Nil
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available from school	Nil

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul>	<p>On our website: <a href="http://www.stvincentsknutsford.co.uk/page/school-performance-data-and-financial-information/30131">http://www.stvincentsknutsford.co.uk/page/school-performance-data-and-financial-information/30131</a> On our website: <a href="http://www.stvincentsknutsford.co.uk/s">http://www.stvincentsknutsford.co.uk/s</a></p>	<p>Nil</p>

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<ul style="list-style-type: none"> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>Post-inspection action plan</li> </ul>	<a href="#">erve file/309785</a>	Nil
Performance management policy and procedures adopted by the governing body.	Available from school	Nil
Performance data or a direct link to it	On our website: <a href="http://www.stvincentsknutsford.co.uk/page/school-performance-data-and-financial-information/30131">http://www.stvincentsknutsford.co.uk/page/school-performance-data-and-financial-information/30131</a>	Nil
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Available from school	Nil
Safeguarding and child protection	On our website: <a href="http://www.stvincentsknutsford.co.uk/s">http://www.stvincentsknutsford.co.uk/s</a>	

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	<a href="#">erve file/3022839</a>	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	On our website: <a href="http://www.stvincentsknutsford.co.uk/page/school-admissions/29364">http://www.stvincentsknutsford.co.uk/page/school-admissions/29364</a>	
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).	Available from school	Nil
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy or website) <a href="http://www.stvincentsknutsford.co.uk/page/policies-statements/29366">http://www.stvincentsknutsford.co.uk/page/policies-statements/29366</a>	

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<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 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.</p>		
<p>Records management and personal data policies, including:</p> <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>	Available from school	Nil
Charging regimes and policies.	Available from school OR WEBSITE <a href="http://www.stvincentsknutsford.co.uk/s">http://www.stvincentsknutsford.co.uk/s</a>	Nil



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<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><a href="#">erve file/6887023</a></p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Available from school</p>	<p>Nil</p>
<p>Disclosure logs</p>	<p>Available from school</p>	<p>Nil</p>
<p>Asset register</p>	<p>Available from school</p>	<p>Nil</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available from school</p>	<p>Nil</p>

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<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	On our website: <a href="http://www.stvincentsknutsford.co.uk/page/extra-curricular-clubs/30142">http://www.stvincentsknutsford.co.uk/page/extra-curricular-clubs/30142</a>	
Out of school clubs	On our website: <a href="http://stvincentsknutsford.co.uk/page/extra-curricular-clubs/30142">http://stvincentsknutsford.co.uk/page/extra-curricular-clubs/30142</a>	
Services for which the school is entitled to recover a fee, together with those fees	Available from school	Nil
School publications, leaflets, books and newsletters	On our website: <a href="http://www.stvincentsknutsford.co.uk/">http://www.stvincentsknutsford.co.uk/</a>	

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	<a href="page/newsletters/29155">page/newsletters/29155</a>	
<p><b>Additional Information</b> 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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority