



Freedom of Information Act Policy

Policy Name	Example Name of Policy
Policy Group	Administration
Policy Produced By	M McKendry
Date Policy Produced	19/10/2020
Date SLT Agreed	
Date Governors Approved	
Date of Next Review	Oct 2022
Linked or Related Policies	
Named Persons in this policy	Mrs R Peacock



St Bernard's Catholic High School Publication Scheme on information available under the Freedom of Information Act 2000

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they make public.

To achieve this we will produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information, which is to be published in the future. All information in or publication scheme is available for you our website to download and print off and/or available in paper form. Some information, which we hold may not be made public, for example some personal information and information received from other agencies such as social services.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the Governing Body is responsible for the maintenance of this scheme.

2. Categories of information published

The publication scheme guides you in information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised in four broad topic areas:

- School Prospectus – information published in the school prospectus
- The School Profile and other information relating to the Governing Body – information published in the School Profile and in other Governing Body documents
- Pupils and Curriculum – information about policies that relate to pupils and the school curriculum
- School Policies and other information related to the school – information about policies that relate to the school in general.



3. How to request information

If you require a paper version of the documents within the scheme, please contact the school by telephone, e mail, fax or letter. Contact details are set out below:

Email: rpeacock@stbernardsschool.uk
Tel: 01229 814560
Contact Address: St Bernard's Catholic High School, Rating Lane, Barrow in Furness, Cumbria
LA13 9LE

A retention record of information we hold has been drawn up and is managed by the Head teacher's Personal Assistant.

A request for information may be refused if:

- It is considered to be vexatious or repeated
- A public interest test shows that applying the qualified exemption outweighs the public interest in disclosing information
- We do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIR's) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release
- The cost of complying with the request would exceed £450

4. Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by in the cost column.



5. Classes of Information currently published

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who in the school	Hard copy /Website	No Charge
Who's who on the governing body and the basis of their appointment	Hard copy /Website	No Charge
Instrument of Government	Hard copy	Schedule of Charges
Contact details for the Head Teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy	No Charge
School prospectus	Hard copy	No Charge
Staffing structure	Hard copy/Website	No Charge
School session times and term dates	Hard copy/Website	No Charge
<p>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</p>		
Annual budget plan and financial statements	Hard copy	Schedule of Charges
Capitalised funding	Hard copy	Schedule of Charges
Additional Funding	Hard Copy	Schedule of Charges
Procurement and Projects	Hard copy	Schedule of Charges
Pay policy	Hard copy	£
Staff and grading structure	Hard copy	£
Governors allowances	N/A	
<p>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</p>		
School profile	Hard copy /	Schedule of



Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report - Summary and Full Report 	website	Charges No Charge
Performance management policy and procedures adopted by the governing body	Hard Copy	Schedule of Charges £
Schools future plans	Hard copy	Schedule of Charges £
Policies and procedures	Hard copy / website	No Charge
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy/website	No Charge
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	Schedule of Charges
Minutes of meetings (as above) – <i>NB. This will exclude information that is properly regarded as private to the meetings</i>	Hard copy	Schedule of Charges
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Staff structure implementation plan Information request handling policy Single Equality Scheme Staff recruitment policies 	Hard copy/ website Hard copy Hard copy/website Hard copy Hard copy Hard copy Hard copy/website Hard copy/ website Hard copy	No Charge Schedule of Charges
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Curriculum Sex education Special educational needs and Disability 	Hard copy/website Hard copy/website Hard copy Hard copy/website Hard copy/website	No Charge Schedule of Charges



Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> • Accessibility • Single Equity Scheme • Collective worship • Careers education • Behaviour Management Policy 	Hard copy/website Hard copy Hard copy Hard copy	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) • Student records 	Hard copy	No Charge Schedule of Charges
Charging regimes and policies 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	Hard copy/website	No Charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of Charges
Disclosure logs	Hard copy	Schedule of Charges
Asset register	Hard copy	Schedule of Charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	Schedule of Charges
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		



Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Hard copy/website	No Charge
Out of school clubs	Hard copy/website	No Charge
School publications	Hard copy/website	No Charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy/website	No Charge
Leaflets books and newsletters	Hard copy/website	No Charge

SCHEDULE OF CHARGES

This describes how the charges have being arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per A4 sheet (black & white)	Actual cost *
	Photocopying/printing @ 9p per A4 sheet (colour)	Actual cost*
	Associated administration time	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd . Class*
Statutory Fee		In accordance with the relevant legislation*
Other		

*the actual cost incurred by the public authority.