St. Catherine's CE Primary School

Policy and Publication Scheme of information available under the

Freedom of Information Act 2000

Review Date – January 2026

The governing body is responsible for maintenance of this scheme.

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

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

In order to meet this aim, we have produced 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 receipt of payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on request.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. **Aims and Objectives**.

The school aims to:

- develop open and secure relationships which promote good communication and a shared understanding;
- engage and challenge the whole child by developing a range of skills and abilities through a curriculum that offers a wide variety of experience;
- develop a positive and strong work ethic to learning and encourage each individual to reach their full potential;
- insist on high standards of behaviour and polite conduct respecting the needs of others;
- promote individuals to take responsibility for their actions and to be aware that they are stewards of their environment;
- provide a well-resourced and orderly learning environment where high standards of work and presentation are seen as models of excellence;
- develop a committed school community which uses its full potential to work as a team for the common good in a supportive and positive manner.

This publication scheme is a means of showing how we are pursuing these aims.

3. **Categories of information published**.

The publication scheme guides you to 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 into broad topic areas:

- General information about the school, e.g. its staff, leadership and governance, information about the curriculum, school terms and events.
- Information about the school's performance, e.g. Ofsted report and results of SATs Pupils & 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.

A detailed guide to the information available and how to access it is attached as appendix A.

4. How to request information.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter (contact details are set out below) or you can visit our website at http://www.stcatherineskidderminster.co.uk/

Email: office@stcatherines.worcs.sch.uk

Tel: 01562 823614

Fax: 01562 823614

Contact Address: St. Catherine's CE Primary School, Marlpool Lane, Kidderminster, Worcestershire, DY11 5HP

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please) If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information.

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

If your request means that we have to do a significant amount of photocopying, printing, pay a large postage charge, or is for a priced item such as some printed publications or

videos we will let you know any cost before fulfilling your request. Information will be charged at the actual cost of providing it (i.e. the cost of photocopying, plus time of employee photocopying information, plus postage and any other actual costs incurred as a result of providing the requested information). If we need to charge for providing the information, we will require payment before we can provide the information.

6. Further information.

For further information about the Freedom of Information act and your rights, please refer to the Information Commissioner's website: http://www.ico.gov.uk

Annex A.

Information to be published.	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Hard copy in school	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School office – for the Headteacher Clerk to governors – for the governing body	
School Prospectus	Website	
Staffing structure	Website	
School term dates	Website	
Address of school and contact details, including email address.	Website	
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		
Annual budget plan and financial statements	Hard copy in school	
Capital funding	Hard copy in school	
Procurement and contracts	Hard copy in school	
Pay policy	Hard copy in school	

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy in school	
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		
The latest Ofsted - Full report	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy in school	
Performance data – link to Ofsted data dashboard	Website	
Pupil Premium statement		
PE statement		
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	Website – Worcestershire County Council Policy	
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).	Hard copy in school	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. **Finance and Personnel policies including:** • Teacher appraisal • Acceptable Use • Capability procedure • Charging and remissions • Code of Conduct – staff • Code of Conduct – governors • Complaints/Compliments • Confidential reporting (whistleblowing) • Governors Allowances • Interview Expenses • Lone Working • Pay • Safer Recruitment • Managing sick absence guidelines	 Hard copy in school Hard copy in school Hard copy in school Website Hard copy in school Hard copy in school Website Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school	

• Use of photography	Hard copy in school	
Curriculum/Pupil policies including: • Accessibility policy and plan • Admissions, including a link to Worcestershire admissions • Anti-bullying • Attendance • Behaviour • Collective Worship	 Website Website Website Website Website Hard copy in school	
• Continence • Critical Incidents Procedure • Educational Visits • First Aid • Gifted and Talented • Home use agreement and AUP • Homework • Safe use of Internet • Leave in term time absence • Management of medicines • Marking • Medical conditions in school • Positive physical intervention • Preventing extremism and radicalisation • Safeguarding/child protection • SEN • Single Equality	Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school Hard copy in school Website Website Hard copy in school Hard copy in school Hard copy in school Hard copy in school Website Website Website	
Premises policies including: • Emergency Evacuation • Health and Safety • Spillages/bodily fluids • Recycling and Environmental awareness	 Hard copy in school Website Hard copy in school Hard copy in school	
Records management and personal data policies, including: • Data Protection • Freedom of information policy and publication scheme • Records management and record retention guidelines	 Website Website Hard copy in school	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Disclosure logs	Hard copy in school	

Asset register	Hard copy in school	
Any information the school is currently legally required to hold in publicly available registers	Hard copy in school	
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		
Extra-curricular activities	Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy in school	
School publications, leaflets, books and newsletters	Website	

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 + employee time
	Photocopying/printing @ 50p per sheet (colour)	Actual cost + employee time
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		