



ST. PATRICK'S

CATHOLIC PRIMARY SCHOOL

Freedom of Information Act

Reviewed by the Governing Body April 2016

MISSION STATEMENT

At St. Patrick's school we will provide excellence in education inspired by the practice of our Catholic Faith.

We will make the most of all our gifts in our safe, happy and caring school. With Jesus Christ as our friend and model, we will help each other to grow in the love of God, developing self esteem, and a love of learning.

Freedom of Information Act

1. Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including Schools) to adopt and maintain a publication scheme for 1 January 2009. The Information Commissioner's Office (ICO) developed a model policy and publication scheme for schools which was adopted for this policy by St. Patrick's School. The policy will be reviewed regularly as part of the school's policy renewal programme.

The Policy commits the school to *'produce and publish the method by which specific information will be available so that it can be easily identified and accessed by members of the public'*. This information is provided in the attached guide to information.

2. Information included in the guide to information

This guide includes a list of information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what will the cost be. A copy of the FOIA policy is kept in the school office and is available to view on the school website.

3. Fees and charging

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment for providing the information. The actual charges and the basis on which the charges are being made are detailed in the "Schedule of Charges" section on the school's guide to information.

4. FOI requests and the publication scheme

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld.

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)	St. Patrick's Catholic Primary School Holmes Road London NW5 3AH Telephone: 020 7267 1200 Email: admin@stpatricks.camden.sch.uk	
Who's who in the school	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
Who's who on the governing body and the basis of their appointment	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
Instrument of Government	Hard Copy Contact school office	10p / sheet
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy Contact school office	10p / sheet
School prospectus	Hard Copy Contact school office	10p / sheet
Annual Report	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free £2.00
Staffing structure	Hard Copy Contact school office	10p / sheet

School session times and term dates	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
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 for the current and previous financial year)	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard Copy Contact school office	10p / sheet
Capitalised funding	Hard Copy Contact school office	10p / sheet
Additional funding	Hard Copy Contact school office	10p / sheet
Procurement and projects	Hard Copy Contact school office	10p / sheet
Pay policy	Hard Copy Contact school office	10p / sheet
Staffing and grading structure	Hard Copy Contact school office	10p / sheet
Governors' allowances	Hard Copy Contact school office	10p / sheet

Class 3 – What our priorities are and how we are doing (This includes the school's strategies and plans, performance indicators, audits, inspections and reviews etc)	How the information can be obtained	Cost
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	Hard Copy Contact school office Website www.stpatricks.camden.sch.uk	10p / sheet £2.00 Free
Performance management policy and procedures adopted by the governing body.	Hard Copy Contact school office	10p / sheet
Schools future plans (School Improvement Plan)	Hard Copy Contact school office	£2.00
Every Child Matters (The school has a policy file which includes an overview of all policies and procedures relating to ECM and the curriculum etc)	Hard Copy Contact school office	10p / sheet
Class 4 – How we make decisions (This includes information on decision making processes and records of decisions for the current and previous three years)	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions)	Hard Copy Contact school office	10p / sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy Contact school office	10p / sheet
Minutes of meetings (as above) – Please note this will exclude information that is properly regarded as private to the meetings.	Hard Copy Contact school office	10p / sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Finance Procedures / FMSIS • Health and Safety • First Aid Procedures • Complaints Procedure • Staff Conduct Policy • Discipline and grievance policies • Staffing structure • Information Request Handling Policy • Equal Opportunities and Racial Equality Policy • Staff Recruitment Policy • Staff Development and Performance Management Policy • Staff Probationary Guidelines • Personnel Policy • Smoking Policy • Staff Absence and Cover Policy • Lettings Agreement • School Travel Plan 	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement and Home-School Policy • Teaching and Learning Policy • Curriculum Policy and Statement • Assessment, Recording and Reporting Policy • Homework Policy • Language and Communication Policy • Foundation Stage Policy • English Policy • Acceptable use of the Internet and ICT Policy • Numeracy Policy • Science Policy 	Hard Copy Contact school office	10p / sheet

<ul style="list-style-type: none"> • PSHE and Citizenship Policy • Physical Education Policy • Religious Education Policy • Sex Education Policy • Art and Design Policy • Music Policy • Special Educational Needs • School Access Plan and Disability Scheme Policy • Collective Worship / Assembly Policy • Secondary Transfer Policy • Pupil Behaviour and Anti-bullying Policy • Food Policy • Display Policy 		
Records Management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) 	Hard Copy Contact school office	10p / sheet
Class 6 – Lists and Registers (This includes currently maintained lists and registers only)	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	This information can only be obtained by inspection	N/A
FOI Disclosure logs	This information may only be available by inspection by approved agencies	N/A
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	This information may only be available by inspection by approved agencies	N/A
Class 7 – The services we offer (This includes information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How the information can be obtained	Cost
Extra-curricular activities	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet

Out of school clubs	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
School publications	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
Services for which the school is entitled to recover a fee, together with those fees	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet
Leaflets books and newsletters	Website www.stpatricks.camden.sch.uk Hard Copy Contact school office	Free 10p / sheet

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
Statutory Fee To be confirmed	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * (8p per sheet)
	Photocopying/printing Colour @ 20p per sheet (colour)	Actual cost (19p per sheet)
	Postage 25p (standard small envelope) 40 (c5/A4 envelope)	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

