

**FREEDOM OF INFORMATION
PUBLICATION SCHEME
SEPTEMBER 2022**



**Orgill Primary
School**



REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to comply with ICO current version of this document	April 2019
4	Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021. Schools are advised to consider the template carefully and remove sections which do not apply to their type of setting.	March 2022



Freedom of Information

Guide to information available from Orgill Primary School under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>	Hard copy and/or website	
Head teacher’s contact details.	Website	
Who’s who in the school/academy.	Website	
Who’s who on the governing body/board of governors and selection criteria for appointment.	Website	
Governing body’s contact details.	School office	
Instrument of Government/Articles of Association.	Website	
School prospectus	Website	
School session times and term dates	Website	



Current information to be published	How you can obtain information	Cost
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.</p> <p>Current and previous financial year as a minimum.</p>	<p>Hard copy (Governors' minutes) - School Office</p>	
<p>Annual budget and financial statements</p>	<p>Hard copy - School Office</p>	
<p>Capital funding.</p>	<p>Hard copy - School Office</p>	
<p>Details of expenditure items over £2000</p>	<p>Hard copy - School Office</p>	
<p>Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).</p>	<p>In line with Cumbria CC's Pay Structure</p>	
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.</p>	<p>N/A</p>	
<p>Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.</p>	<p>N/A</p>	
<p>Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.</p>	<p>Hard copy - School Office</p>	
<p>Details of any premiums we receive such as Pupil premium.</p>	<p>Website</p>	

<p>Class 3 – What our priorities are and how we are doing</p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<p>School Improvement Plan</p>	
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Current information to be published	How you can obtain information	Cost
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Website	
Exam and assessment results.	Website	
Performance tables	Website	
Careers programme information	N/A	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Website	
Our school profile and performance data supplied to the Government (GIAS)	Hard copy - School Office	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Hard copy - School Office	

<p>Class 4 – How we make decisions</p> <p>Our decision-making processes and records of decisions.</p> <p>Current and previous three years as a minimum.</p>	<p>Hard copy - School Improvement Plan</p> <p>Governor's minutes – school office – hard copy</p>	
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	Website	
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Hard copy - School Office	



Current information to be published	How you can obtain information	Cost
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>Hard copy - School Office and also on Website</p>	
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Website</p>	
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>Website</p>	
<p>Equality and Diversity.</p>	<p>Website</p>	
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>Website</p>	
<p>Special educational needs and disability.</p>	<p>Website</p>	
<p>Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.</p>	<p>Website</p>	
<p>Pay Policy</p>	<p>Hard copy - School Office</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	<p>Hard copy - School Office</p>	



Current information to be published	How you can obtain information	Cost
<p>Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated.</p> <p>If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).</p>	Website	
<p>Class 6 – Lists and Registers</p> <p>Lists and registers we currently maintain (does not include the attendance register)</p>	Held electronically - request hard copy	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Hard copy - School Office	
Disclosure logs i.e., information provided in response to FOIA requests	Held electronically - request hard copy	
Asset register and Information Asset register	Held electronically - request hard copy	
Any information we are currently legally required to hold in publicly available registers	Hard copy	

<p>Class 7 – The services we offer</p> <p>Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	Hard copy or website - some information may only be available by inspection via the School Office	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website (charging and remissions policy)	



Current information to be published	How you can obtain information	Cost
School publications, leaflets, books, and newsletters	Website	

Additional Information		
Any information that is not itemised in the lists above		
N/A	N/A	N/A

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		



Dream, Believe, Achieve