



# Culgaith CE SCHOOL

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### 2024

Approved by <sup>1</sup>	
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Position:	Head Teacher
Signed:	
Date:	January 2024
Review date <sup>2</sup> :	January 2028

<sup>1</sup>The Governing Body are free to determine how to implement.

<sup>2</sup>The Governing Body are free to determine review frequency.



## Freedom of Information

### Guide to information available from Culgaith CE Primary 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><b>Class 1 - Who we are and what we do</b></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 from the office and/or website)	50p per page
Head teacher’s contact details.	(hard copy from the office and/or website)	50p per page
Who’s who in the school	(hard copy from the office and/or website)	50p per page
Who’s who on the governing body/board of governors and selection criteria for appointment.	(hard copy from the office and/or website)	50p per page
Governing body’s or board of governors’/trustees’ contact details.	(hard copy from the office and/or website)	50p per page
Instrument of Government/Articles of Association.	From email admin@culgaith.cumbria.sch.uk	50p per page
School/academy prospectus (if any).	(hard copy from the office and/or website)	50p per page
School/academy session times and term dates	(hard copy from the office and/or website)	50p per page

Current information to be published	How you can obtain information	Cost
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	<p><a href="mailto:clerk@culgaith.cumbria.sch.uk">clerk@culgaith.cumbria.sch.uk</a> <a href="mailto:lgraith,cumbria.sch.uk">lgraith,cumbria.sch.uk</a></p>	
Annual budget and financial statements or the academy annual accounts.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Capital funding.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Financial audit reports.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	<a href="mailto:clerk@culgaith.cumbria.sch.uk">clerk@culgaith.cumbria.sch.uk</a>	
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.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Details of any premiums we receive such as Pupil premium.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	(hard copy or website)	50p per page
Annual Report.		

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Latest report from the regulator Ofsted. <ul style="list-style-type: none"> <li>● Summary</li> <li>● Full report</li> <li>● Post-inspection action plan</li> </ul>	(hard copy or website)	50p per page
<b>Exam and assessment results.</b>		
Performance tables	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
<b>Careers programme information</b>		
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	(hard copy or website)	50p per page
Our school profile and performance data supplied to the Government (GIAS)	(hard copy or website)	50p per page
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 or website)	50p per page
<b>Class 4 – How we make decisions</b>	(hard copy or website)	50p per page
Our decision-making processes and records of decisions. Current and previous three years as a minimum.		
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.	(hard copy or website)	50p per page
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.	<a href="mailto:clerk@culgaith.cumbria.sch.uk">clerk@culgaith.cumbria.sch.uk</a>	50p per page

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<p><b>Class 5 – Our policies and procedures</b></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 or website)</p> <p><a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a></p>	
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>(hard copy or website)</p>	
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>(hard copy or website)</p>	
<p>Equality and Diversity.</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures relating to recruitment and human resources.</p>		
<p>Special educational needs and disability.</p>		
<p>Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.</p>	<p>(hard copy or website)</p>	
<p>Pay Policy</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 and CCTV usage policies)</li> </ul>		

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>	(hard copy or website)	50p per page
<p><b>Class 6 – Lists and Registers</b></p> <p>Lists and registers we currently maintain (does not include the attendance register)</p>	(hard copy or website; some information may only be available by inspection)	50p per page
Curriculum circulars and statutory instruments	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Disclosure logs i.e., information provided in response to FOIA requests	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Asset register and Information Asset register	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
Any information we are currently legally required to hold in publicly available registers	<a href="mailto:admin@culgaith.cumbria.sch.uk">admin@culgaith.cumbria.sch.uk</a>	
<p><b>Class 7 – The services we offer</b></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)	50p per page
Extra-curricular activities	(hard copy or website)	50p per page
Out of school clubs	(hard copy or website)	50p per page
Services for which the school is entitled to recover a fee, together with those fees	(hard copy or website)	50p per page
School publications, leaflets, books, and newsletters	(hard copy or website)	50p per page

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### 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
<b>Disbursement cost</b>	Photocopying/printing @ 50p per sheet (black & white)	Actual cost
	Photocopying/printing @ 50p 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 (quote the actual statute)
<b>Other</b>		