



Freedom of Information Publication Scheme

Policy/Procedure management log

Document name	Freedom of Information Publication Scheme
Date approved	October 2021
Date of review	October 2025

Freedom of Information Publication Scheme

Introduction

This publication scheme commits Sacred Heart School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits the school:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by them and falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
To review and update on a regular basis the information the school makes available under this scheme.

To produce a schedule of any fees charged for access to information which is made proactively available.

To make this publication scheme available to the public.

Classes of Information

Class 1: Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Class 2: What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3: What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4: How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5: Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6: Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the academy.

Class 7: The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available
This School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the academy, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme. Further information about how to make a FOI request can be found in annex 2.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school/academy for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the academy, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To help us process requests quickly, any correspondence should be clearly marked **"PUBLICATION SCHEME REQUEST"**.

Annex 1: Guide to information available from this school under the publication scheme

Information to be published	How the information can be obtained	Charge
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>		
Names of current Governors	School Website https://www.sacredhearthingdon.co.uk/governors/	No charge
Governors Handbook	DFE Website https://www.gov.uk/government/publications/governance	No charge
Instrument of Government	Website https://www.sacredhearthingdon.co.uk/governors/	No Charge
School staff and structure – names of key personnel	Website https://www.sacredhearthingdon.co.uk/whos-who/	No charge
School session times, term dates and holidays	Website https://www.sacredhearthingdon.co.uk/topic/parents	No charge
Location and contact information– address, telephone number and website	Website https://www.sacredhearthingdon.co.uk/contact-us/	No charge
Contact details for the Head of School/Headteacher and the Governing Body	Website https://www.sacredhearthingdon.co.uk/contact-us/	No charge

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 two financial years as a minimum*

Annual budget plan and financial statements	Hard Copy	Schedule of charges
Capital funding	Hard Copy	Schedule of charges
Additional funding	Hard Copy	Schedule of charges
Procurement and contracts	Hard Copy	Schedule of charges
Pay policy	Hard Copy	Schedule of charges
Financial Audit reports	Hard Copy	Schedule of charges
Staffing and grading structure	Hard Copy	Schedule of charges

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

School profile Government supplied performance data	Website DFE Website https://www.compare-school-performance.service.gov.uk/school/102426/sacred-heart-catholic-primary-school/primary	Free of charge
OFSTED report – summary and full report	Website https://www.sacredhearthingdon.co.uk/ofsted-and-performance-data/	
Whole School Child Protection Policy	Website https://www.sacredhearthingdon.co.uk/safeguarding-6/	Free of charge

Performance Management policy and procedures adopted by the School	Hard Copy	Schedule of charges
Future plans – any major proposals on safeguarding and promoting the welfare of children	Hard Copy	Schedule of charges

Class 4: How we make decisions
(Decision making processes and records of decisions) *Current and previous three years as a minimum*

Admissions policy - arrangements and procedures and right of appeal. Information on application numbers and number of successful applicants by each oversubscription	Website https://www.sacredhearthingdon.co.uk/admissions/ Hard Copy	Schedule of charges
---	---	---------------------

Agenda's and minutes of Governing Body meetings. This will exclude information that is properly regarded as private to the meetings.	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

<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Complaints policy • Uniform Policy • Information request handling policy • Admission Arrangements • School Behaviour (<i>including home-school agreement</i>) • Special educational needs • Medical Conditions Policy • Child Protection Policy and Procedures – Safeguarding • Safeguarding Policy • Homework Policy • Intimate care and toileting policy • Mobile Technology policy • Debt recovery policy • Religious Education Policy • Anti-Bullying policy • Homework policy • Single equality plan • Calculation policy 	<p>Website https://www.sacredheartillingdon.co.uk/</p>	<p>No charge</p>
---	---	------------------

<ul style="list-style-type: none"> • Relationship Education • Accessibility Plan • Staff conduct policy • Discipline and grievance policies • Statement of procedures for dealing with allegations of abuse against staff • Pay policy • Staffing structure implementation plan • Whistleblowing Policy • Safer recruitment policies • Data Protection policy 	Hard Copy	Schedule of charges
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	<p>Website https://www.sacredheartillingdon.co.uk/financial/</p>	No charge
<p>Class 6: Lists and Registers <i>Currently maintained lists and registers only</i></p>		
Disclosure logs	Inspection only	Schedule of charges
Asset register	Inspection only	Schedule of charges
<p>Currently maintained lists and registers (not including attendance register)</p> <p>Any information the school is currently legally required to hold in publicly available registers</p>	Inspection only	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

School publications	Website	No charge
Leaflets and newsletters	Website	No charge
Extra-Curricular Activities	Website	No charge
Services for which the school is entitled to charge a fee	Music Tuition, after school clubs and lettings.	

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 0.03p per sheet (black & white)	Actual cost 5p per sheet
	Photocopying/printing @ 3.2p per sheet (colour)	Actual cost 10p per sheet
	Postage	Royal Mail standard 1st class
Statutory fee		In accordance with legislation

The general charge for photocopying, printing and emailing information as an attachment is as quoted.

Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information.

In most cases the cost will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information
- Putting the information onto other media
- Translating the information into a different language.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability.

Annex 2 – How to make an FOI request

You can notify us of your FOI request by letter or email. You should provide your name, a contact address, a detail description of the information that you want. You can ask for information in a particular format e.g. paper or electronic copies of information, audio format, and large print

You should receive the information within 20 working days. If we need additional time to produce the information then we will advise you of this.

As can be seen in Annex 1 most information about our organisation can be downloaded free of charge from our website. For other FOI requests there may be a fee to cover photocopies and/or postage charges. We will advise you of this on receiving your request.

Some sensitive information is not available to members of the public. If this applies, we will tell you why we cannot give you some or all of the information you requested.

We can refuse your Freedom of Information (FOI) request if it will cost us more than £450 to find and extract the information that you have requested.

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Headteacher.

If the complaint cannot be resolved by the Headteacher, it can be referred to the Chair of Governors. Correspondence should be sent to the school.

Following this, if the complaint remains unresolved and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk