


Shankhill C of E Primary School

*Our vision: Creative learning, personal achievement and happiness.
Enabling everyone to flourish and 'to live life in all its fullness'. (John 10:10)*

FREEDOM OF INFORMATION PUBLICATION SCHEME 2023-26

Author / Role:	Lynnsey Batey - Headteacher
Approved by¹	
Name:	Mr S Bowditch
Position:	Chair of Governors
Signed:	
Date:	17 January 2024
Proposed review date²:	January 2027

Freedom of Information

Guide to information available from Shankhill CE 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
Class 1 - Who we are and what we do 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).	Hard copy and/or school website	
Head teacher's contact details.	School website	
Who's who in the school	School website	
Who's who on the governing body and selection criteria for appointment.	Information can be obtained from the website and the Governors Annual report in GIAS and in other governing body documents.	
Governing body's contact details.	Information can be obtained from the website and the Governors Annual report in GIAS and in other governing body documents.	
Instrument of Government/Articles of Association.	Obtainable from the School Office	

Current information to be published	How you can obtain information	Cost
School/academy session times and term dates	Available from the Office and online at Shankhill.cumbria.sch.uk	
<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. Current and previous financial year as a minimum.</p>	<p>Hard copy and/or website</p> <p>School performance and Financial information available on the website</p>	
Annual budget and financial statements or the academy annual accounts.	School performance and Financial information available on the website and link to GOVUK schools financial benchmarking.	
Capital funding.	Available from the school office	
Financial audit reports.	School performance and Financial information available on the website	
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors	Policy available from the school office	
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.	Available from the school office	
Details of any premiums we receive such as Pupil premium.	School website	
<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>		

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	This information is available on the school website. It includes the Ofsted report from 2015 and the Short Inspection report of December 2018 Available on request	
Exam and assessment results.	School performance and Financial information available on the website and link to GOVUK Performance tables and School details	
Performance tables	School performance and Financial information available on the website and link to GOVUK Performance tables and School details	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	N/A	
Our school profile and performance data supplied to the Government (GIAS)	School performance and Financial information available on the website and link to GOVUK Performance tables and School details	
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.	Available from School office	
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.		

Current information to be published	How you can obtain information	Cost
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.	Local authority admissions procedures	
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Governors meeting minutes and its committees are available from the office. (current and last full academic year)	
<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>		
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	<p>Hard copy and/or website</p> <p>All statutory policies are on the website under Information/Policies/</p> <p>Hard copies are available on request.</p>	
Safeguarding and child protection, including protecting children’s personal data.	School website under Information/policies/child protection policy	
Equality and Diversity.	School website	
Policies and procedures relating to recruitment and human resources.	School website	
Special educational needs and disability.	School website	
Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School website	

Current information to be published	How you can obtain information	Cost
Pay Policy	LA	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	These are available from the school office on request. Retention Schedule is available on request All statutory policies are on the website under Information/Policies/	
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. 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).	Most information can be accessed free of charge from the website. Individual copies can be obtained from the office free of charge. Subsequent copies will be charges at minimum photocopier cost and postage charges.	
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)		
Curriculum circulars and statutory instruments	Ask School Office	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	School website	
Disclosure logs i.e., information provided in response to FOIA requests	Ask School Office	
Asset register and Information Asset register	Ask School Office	
Any information we are currently legally required to hold in publicly available registers	Ask School Office	
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		

Current information to be published	How you can obtain information	Cost
Extra-curricular activities	Available on the website and from the school office	
Out of school clubs	Available on the website and from the school office	
Services for which the school is entitled to recover a fee, together with those fees	Breakfast Club – £3 per session (08:00 - 08:45) After School Club - £1 per session (15:30 – 16:30) with additional hour available upon request	
School publications, leaflets, books, and newsletters	Available on the website	
Additional Information		
Any information that is not itemised in the lists above		

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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @5p 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		

* the actual cost incurred by the public authority