



THE DISTRICT

CE PRIMARY SCHOOL

Freedom of Information Publication Scheme

Chair of Governors	Mr F Maguire
Headteacher	Mrs L Shelford
Date adopted: Summer 2023	Review Date: Summer 2026

The caring path to achievement, reflecting the values of Christ.

PUBLICATION SCHEME

1. Introduction:

The District CE Primary School's Christian Vision Statement

“I am the vine; you are the branches.” John 15:5

Just as the branches need the vine to grow and bear good fruits, so we need each other. Within the District family, each person is valued and loved, reaching out throughout our school, homes, families and the wider community for a stronger future. Our Christian vision statement permeates through everything we do at The District and this policy was developed to reflect togetherness, best value and creating a sense of belonging.

What is a publication scheme

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including all maintained schools and academies) to produce a register of the types of information it will routinely make available to the public. In order to meet this requirement, we have followed a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information that is made proactively available.
- Make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act

2. Classes of information

There are 7 classes of information we hold:

2.1 Who we are and what we do.

For example: organisational information, locations, contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

For example: financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.

For example: strategy and performance information, plans, assessments, inspections, and reviews.

2.4 How we make decisions.

For example: policy proposals and decisions. Decision-making processes, internal criteria, and procedures, consultations.

2.5 Our policies and procedures.

For example: current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers.

For example: information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer.

For example: 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.

3. The method by which information published under this scheme will be made available

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 school 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 authority 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.

4. 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 for routinely published material will be justified and transparent and kept to a minimum.

Material that is published and accessed on a website will be provided Nil of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made to cover for actual disbursement 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 circumstances, including the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

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 the provision of the information.

5. 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.

6. Contact details

If you require a paper version of any information or want to ask whether the information is available, please contact the school by telephone, email, or letter. Contact details are set out below.

Email: district@sthelens.org.uk

Website: www.district.st-helens.sch.uk

Tel: 01744 678250

Contact Address: The District CE Primary School, Patterson Street, Newton-le-Willows
Merseyside WA12 9PZ

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

FREEDOM OF INFORMATION

Guide to information available from The District CE Primary School under the model publication scheme

Information to be published	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
Class 1 – Who we are and what we do Organisational information, staffing structures, locations and contacts. This will be current information only.		
Who's who in the school	Website/Hard Copy by request	Nil/Actual cost
Who's who on the governing body and the basis of their appointment	Website/Hard Copy by request	Nil/Actual cost
Instrument of Government	Website/Hard Copy by request	Nil/Actual cost
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy by request	Nil/Actual cost
School prospectus	Website/Hard Copy by request	Nil/Actual cost
Staffing structure	Available by inspection	Nil
School session times and term dates	Website/Hard Copy by request	Nil/Actual cost
Curriculum statements	Website/Hard Copy by request	Nil/Actual cost

Class 2 – What we spend and how we spend it Financial information about 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 by request	Actual cost
Capitalised funding	Hard copy by request	Actual cost
Financial audit reports	Hard copy by request	Actual cost
Procurement and contracts	Available by inspection	Nil
Pay policy	Hard copy by request	Actual cost
Staff allowances and expenses	Hard copy by request	Actual cost
Staff pay and grading structures	Available by inspection	Nil
Governors' allowances	Hard copy by request	Actual cost
Pupil Premium Income and Expenditure and impact	Website/Hard Copy by request	Nil/Actual cost
Sport Premium Income and Expenditure and impact	Website/Hard Copy by request	Nil/Actual cost
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		
<ul style="list-style-type: none"> Performance data supplied to the government 	Department for Education website/School website/Hard copy by request	Nil/Nil/Actual cost

<ul style="list-style-type: none"> The latest Ofsted report 	Ofsted website/School website/Hard copy by request	Nil/Nil/Actual cost
Performance management policy and procedures adopted	Hard copy by request	Actual cost
Schools future plans/School Improvement Plan	Hard copy by request	Actual cost
Safeguarding and child protection - policies and procedures	Website/Hard copy by request	Nil/Actual cost
Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous three years as a minimum		
Admissions policy/decisions – arrangements and procedures (not individual admission decisions)	Website	Nil
Agendas of meetings of the governing body and its sub-committees (if applicable)	Hard copy	Actual cost
Minutes of meetings of the governing body and its committees (as above) – excluding information that is properly considered to be private to the meetings.	Hard copy	Actual cost
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
<i>School policies including:</i> <ul style="list-style-type: none"> Charging and remissions policy 	Website/Hard copy by request	Nil/Actual cost

<ul style="list-style-type: none"> Information requests including charges made for information routinely published, stating the basis on how costs are recovered and calculated Health and Safety Complaints procedure Single equality <p><i>Pupil and curriculum policies, including:</i></p> <ul style="list-style-type: none"> Home-school agreement Relationships & sex education Special educational needs Disability equality scheme and action plan Collective worship Pupil behaviour 		
<ul style="list-style-type: none"> Staff recruitment Staff code of conduct Staff disciplinary and grievance Staffing structure implementation plan 	Hard copy by request	Actual cost
<p><i>Records management and personal data policies, including:</i></p> <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) Freedom of Information Publication Scheme 	Hard copy by request Hard copy by request Website/Hard copy by request Website/Hard copy by request	Actual cost Actual cost Nil/Actual cost Nil/Actual cost
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<ul style="list-style-type: none"> Curriculum circulars and statutory instruments 	DfE website/Hard copy by request	Nil/Actual cost

• Disclosure logs	Available by inspection	Nil
• Asset register/Inventory	Available by inspection	Nil
• Any other information the school is currently legally required to hold in publicly available registers (This does not include attendance registers)	Available by inspection	Nil
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		
• Extra-curricular activities	Website/Hard copy by request	Nil/Actual cost
• Out-of-school clubs	Website/Hard copy by request	Nil/Actual cost
• School publications	Website/Hard copy by request	Nil/Actual cost
• Services for which the school is entitled to recover a fee, together with those fees	Website/Hard copy by request	Nil/Actual cost
• Leaflets, books, and newsletters	Website/Hard copy by request	Nil/Actual cost

Department for Education website: www.dfe.gov.uk

Ofsted website: www.ofsted.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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<ul style="list-style-type: none"> Disbursement cost 	Photocopying/printing at 3p per sheet (black & white)	Actual cost
	Photocopying/printing at 6p per sheet (colour)	Actual cost
	Postage – 2 nd class	Actual cost
<ul style="list-style-type: none"> Statutory Fee 		In accordance with the relevant legislation

The District CE Primary School is firmly committed to promoting the principles of equality and diversity. We have reviewed this policy in the light of our Equality Policy, Audit, and Action Plan.