

## Freedom of Information

# Guide to information available from St Thomas of Canterbury Primary School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	N/A

## Freedom of Information

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Who's who in the school	Website- <a href="http://stthomasofcanterburyprimaryschool.co.uk">Staff   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</a>	N/A
Who's who on the governing body / board of governors and the basis of their appointment	Website- <a href="http://stthomasofcanterburyprimaryschool.co.uk">Governors   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</a>	N/A
Instrument of Government / Articles of Association	(hard copy)	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via school e.mail: <a href="mailto:stthomasofcanterbury.rcprimaryschool@salford.gov.uk">stthomasofcanterbury.rcprimaryschool@salford.gov.uk</a>  Governors- Hard Copy and Edubase	10p per sheet
School prospectus (if any)	(hard copy) N/A	



Information Commissioner's Office

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Annual Report (if any)	(hard copy)	10p per sheet
Staffing structure	Website: <a href="http://stthomasofcanterburyprimaryschool.co.uk">Staff   St Thomas of Canterbury RC Primary School</a> (stthomasofcanterburyprimaryschool.co.uk) (hard copy)	10p per sheet
School session times and term dates	Website: <a href="http://stthomasofcanterburyprimaryschool.co.uk">Term Dates   St Thomas of Canterbury RC Primary School</a> (stthomasofcanterburyprimaryschool.co.uk) (hard copy)	10p per sheet

## Freedom of Information

Template guide to information for schools  
Version 3  
20130830

## Guide to information available from St Thomas of Canterbury RC Primary School under the model publication scheme

<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)          Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	

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Pay policy	Hard copy – contact the school	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	(hard copy)	10p per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	(hard copy)	10p per sheet
Governors' allowances that can be incurred or claimed, and a record		10p

## Guide to information available from St Thomas of Canterbury RC Primary School under the model publication scheme

of total payments made to individual governors.	(hard copy)	per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)          Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p>	<p>Website:  <a href="http://stthomasofcanterburyprimaryschool.co.uk">Academic Performance   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</a>          (hard copy)</p>	10p per sheet

□ Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data		
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## Freedom of Information

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<ul style="list-style-type: none"> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>		
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>(hard copy)</p>	<p>10p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>Website: <a href="#">Academic Performance   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</a></p> <p>(hard copy)</p>	<p>10p per sheet</p>
<p>The school's future plans; for example, proposals for and any</p>	<p>(hard copy)</p>	<p>10p</p>

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consultation on the future of the school, such as a change in status		per sheet
Safeguarding and child protection	Website: <a href="#">Policies   St Thomas of Canterbury RC Primary School</a> ( <a href="http://stthomasofcanterburyprimaryschool.co.uk">stthomasofcanterburyprimaryschool.co.uk</a> ) (hard copy)	10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy	10p per sheet

Admissions policy/decisions (not individual admission decisions) – where applicable

Website:

[Policies | St Thomas of Canterbury RC Primary School](#)  
([stthomasofcanterburyprimaryschool.co.uk](http://stthomasofcanterburyprimaryschool.co.uk))

10p

## Freedom of Information

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Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	(hard copy)	10p per sheet
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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the</p>	<p>Website: <a href="http://stthomasofcanterburyprimaryschool.co.uk">Policies   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</a></p> <p>(hard copy)</p>	<p>10p per sheet</p>
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### Guide to information available from St Thomas of Canterbury RC Primary School under the model publication scheme

<p>Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>□ Information security policies             <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul> </li> </ul>	(hard copy)	10p per sheet
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to</p>	<p>Website: <a href="#">Policies   St Thomas of Canterbury RC Primary School</a>  <a href="http://stthomasofcanterburyprimaryschool.co.uk">stthomasofcanterburyprimaryschool.co.uk</a></p> <p>(hard copy)</p>	10p per sheet

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## Guide to information available from St Thomas of Canterbury RC Primary School under the model publication scheme

complete the Guide to information”).		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	N/A
Curriculum circulars and statutory instruments	<p>Website: <a href="http://Curriculum   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)"><u>Curriculum   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</u></a></p> <p>(hard copy)</p>	10p per sheet

Disclosure logs	(hard copy)	10p per sheet
Asset register	(hard copy)	10p per

## Freedom of Information

### Guide to information available from St Thomas of Canterbury RC Primary School under the model publication scheme

		sheet
Any information the school is currently legally required to hold in publicly available registers	(hard copy)	10p per sheet

**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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	(hard copy)	10p per sheet
Out of school clubs	N/A	N/A
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="#">Policies   St Thomas of Canterbury RC Primary School</a> ( <a href="http://stthomasofcanterburyprimaryschool.co.uk">stthomasofcanterburyprimaryschool.co.uk</a> )	10p per

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	(hard copy)	sheet
School publications, leaflets, books and newsletters	Website: <a href="http://www.stthomasofcanterburyprimaryschool.co.uk">News   St Thomas of Canterbury RC Primary School (stthomasofcanterburyprimaryschool.co.uk)</a> (hard copy)	10p per sheet
<p><b>Additional Information</b></p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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#### **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *

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	Photocopying/printing @ 10p per sheet (colour)	Actual cost
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	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>		

\* the actual cost incurred by the public authority