



Sacred Heart Primary School

Freedom of Information Publication Scheme

The governing body is responsible for maintenance of this scheme. This will be reviewed next in summer 2024.

4. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Sacred Heart Catholic Primary 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 Sacred Heart.

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 Sacred Heart Catholic Primary School and falls within the classifications below.
- To specify the information which is held by Sacred Heart Catholic Primary School 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 Sacred Heart Catholic Primary 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.



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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 authority.

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.

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

Sacred Heart Catholic Primary 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 Sacred Heart Catholic Primary School, information will be provided on our 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, we 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.



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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 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 public authorities, 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.

5. Written requests

Information held by Sacred Heart Catholic Primary 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 information is available please contact the school by telephone, email, fax or letter. Contact details are set out below.

Sacred Heart Catholic Primary School
St. Mark's Road
Teddington
TW11 9DD
Email:
info@sacredheart.richmond.sch.uk



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

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

We aim to provide the information as soon as possible and in any case within 20 working days of receiving your completed form. If we have not responded to your request within this time, please contact us using the above contact details.

Guide to information available from Sacred Heart Catholic Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained
Information Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
School staff	Website
Governing Body	Website
Instrument of Government / Articles of Association	Apply in writing
Contact details for the Head teacher and for the governing body, via the school	Website
School prospectus (if any)	Website
School session times and term dates	Website
Address of school and contact details, including email address.	Website



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<p>Information 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 financial year</p>	
Annual budget plan and financial statements	Apply in writing
Capital funding	Apply in writing
Financial audit reports	Apply in writing
Procurement and contracts	Apply in writing
Pay policy	Apply in writing
Staffing structure	Some information on website or apply in writing
Governors' allowances claimed	Apply in writing

<p>Information Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information</p>	
<p>School profile (if any)</p> <ul style="list-style-type: none"> • Performance data • Ofsted report 	<p>Website Website</p>
Safeguarding and child protection	Website

<p>Information Class 4: How we make decisions (Decision making processes and records of decisions) Current and previous three years</p>	
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Admissions policy and information	Website
Agendas and minutes of meetings of the full governing body and its committees (excluding information that properly regarded as private to the meetings).	Apply in writing

<p>Information Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities- Current information only)- including: Accessibility Plan</p> <ul style="list-style-type: none"> • Behaviour • Child Protection • Code of Conduct • Collective Worship • Curriculum • Discipline and grievance policies • Equality Information & Objectives • Freedom of Information • Health Safety and risk assessment • Home School Partnership • Pay Policy • Performance Management • Safeguarding • Safe Recruitment • Sex education • Special Educational Needs 	Where policies are not available on the website, apply in writing.
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Data protection (including information sharing policies) 	Apply in writing
☐ Charging and remissions policy	Website

Information Class 6: – Lists and Registers Currently maintained lists and registers only.	Some information may only be available by inspection
Curriculum circulars	Website



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Disclosure logs	Available for inspection
Asset register	Apply in writing
Any information the school is currently legally required to hold in publicly available registers	Apply in writing

Information 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	some information may only be available by inspection
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	See Charging & Remissions policy or apply in writing
Newsletters	Website

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Estimated actual cost incurred by school
	Photocopying/printing @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed January 2022