

Freedom of Information

Guide to information available from St Anthony's Catholic Primary School under the model publication scheme

Information to be published	How the information can be obtained and cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's who in the school	Website (free)
Who's who on the governing body and the basis of their appointment	Website (free)
Instrument of Government	Website (free)
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website (free)
Staffing structure	Website (free)
School session times and term dates	Prospectus & Website & Office
Address of school and contact details including email address	Website (free)
<p>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 as a minimum)</p>	

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Annual budget plan and financial statements	hard copy: available on request - contact the school (5p per page)
Capitalised funding	hard copy: available on request - contact the school (5p per page)
Financial audit reports	hard copy: available on request - contact the school (5p per page)
Details of expenditure items over £2000	hard copy: available on request - contact the school (5p per page)
Procurement and projects	hard copy: available on request - contact the school (5p per page)
Pay policy	hard copy: available on request - contact the school (5p per page)
Staff allowances and expenses that can be incurred or claimed	hard copy: available on request - contact the school (5p per page)
Staffing and grading structure	hard copy: available on request - contact the school (5p per page)
Governors' allowances	hard copy: available on request - contact the school (5p per page)

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<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews).Current information as a minimum</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report Post inspection action plan 	<p>Website (free)</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>hard copy: available on request - contact the school (5p per page)</p>
<p>Performance data or direct link to it</p>	<p>Website (free)</p>
<p>School's future plans</p>	<p>hard copy: available on request - contact the school (5p per page)</p>
<p>Safeguarding and child protection</p>	<p>Website (free)</p>

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Class 4 – How we make decisions	
(Decision making processes and records of decisions). Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions)	website (free)
Agendas of meetings of the governing body and (if held) its sub-committees	hard copy: available on request - contact the school (5p per page)

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<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	
<p>School policies and other documents including: behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Including the required policies recommended by the Department for Education. Also including policies and procedures for handling requests for information and operating the publication scheme.</p>	<p>website (free) or hard copy: available on request -contact the school (5p per page)</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including data sharing and CCTV usage) 	<p>website (free) or hard copy: available on request -contact the school (5p per page)</p>
<p>Equality and diversity Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty</p>	<p>website (free) or hard copy: available on request -contact the school (5p per page)</p>
<p>Safeguarding and child protection- policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of</p>	<p>website (free)</p>

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State	
Pay policy - The statement of the pay policy and procedures regarding teachers' pay	hard copy: available on request - contact the school (5p per page)
Health and safety - Policies and procedures for human resources and the recruitment of staff	hard copy: available on request - contact the school (5p per page)
Complaints procedures, including for dealing with parental complaints	website (free)
Charging regimes and policies.	hard copy: available on request - contact the school (5p per page)

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Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	website (free)
CCTV Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf.	website (free)
Disclosure logs	Inspection only -contact school
Asset register	Inspection only -contact school
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only -contact school

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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 (free)
Out of school clubs	website (free)
School publications	website (free)
Services for which the school is entitled to recover a fee, together with those fees	website (free)
Leaflets books and newsletters	website (free)

Contact details: 01923 226987 admin@stanthonys.herts.sch.uk

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