



Freedom of Information Policy

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Below is the guide to information available from St Edmund's Catholic Primary School under the model publication scheme prepared and approved by the Information Commissioner's Office (ICO).

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.
- 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.

| Information | How to obtain the information | Cost |
|---|--|---------------------|
| CLASS ONE | | |
| Who we are and what we do | | |
| Organisational information, locations and contacts, constitutional and legal governance | | |
| Who we are | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Welcome+from+The+Headteacher&pid=27 https://www.st-edmunds.richmond.sch.uk/page/?title=About+our+School&pid=29 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| What we do | School website: | Free/£0.05 per page |

| | | |
|--|--|---------------------|
| | https://www.st-edmunds.richmond.sch.uk/page/?title=Mission+and+Vision&pid=32 Electronic/Hard copy: available on request from the school office | |
| Who's who: teachers and admin team | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Staff&pid=34 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Who's who: school governors and the basis of their appointment | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Meet+the+Governors&pid=345 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Instrument of Government/Articles of Association | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Contact details | School Website: https://www.st-edmunds.richmond.sch.uk/page/?title=Contact+Us&pid=2 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Named contact details (including Headteacher) | School website (home page): https://www.st-edmunds.richmond.sch.uk/page/?title=Contact+Us&pid=2 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| School prospectus | School Website: www.st-edmunds.richmond.sch.uk Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Staffing structure | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Staff&pid=34 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| School session times and term dates | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Term+Dates+%26amp%3B+Calendar&pid=146 https://www.st-edmunds.richmond.sch.uk/page/?title=School+Day+and+Clubs&pid=30 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Address of school and contact details, including email address | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Contact+Us&pid=2 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| CLASS TWO | | |
|--|---|---------------------|
| What we spend and how we spend it | | |
| Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit | | |
| Annual budget plan and financial statements | Schools' financial benchmarking service from Department for Education (DfE): https://schools-financial-benchmarking.service.gov.uk/school?urn=102912 | Free |
| Capital funding | School capital funding report from DfE: https://www.gov.uk/guidance/school-capital-funding | Free |
| Financial audit reports | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Details of expenditure items over £2000 | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Procurement and contracts the school has entered into | Inspection only – contact school | Free/£0.05 per page |
| Pay policy | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual members of the Senior Leadership Team (SLT), whose basic salary is at least £60,000 p.a. | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Staffing, pay and grading structure (in bands of £5k for SLT and by salary range for more junior posts) | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Procurement and contracts we have entered into | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| CLASS THREE | | |
|---|---|---------------------|
| Our priorities and how we are doing | | |
| Strategies and plans, performance indicators, audits, inspections and reviews | | |
| School profile | St Edmund's Catholic Primary School - GOV.UK (get-information-schools.service.gov.uk) | Free |
| Performance data supplied to the Government | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Assessment+and+Performance+Data&pid=47 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Annual Report | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| | | |
|--|--|---------------------------|
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact) | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Latest Ofsted report | https://www.st-edmunds.richmond.sch.uk/attachments/download.asp?file=3649&type=pdf Hard copy: available on request from the school office | Free/£0.05 per page |
| Post-inspection action plan | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Performance management policy and procedures | Electronic/Hard copy: available on request from the school office | £0.05 per page |
| Performance data | https://www.compare-school-performance.service.gov.uk/school/102912/st-edmund's-catholic-primary-school Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| The school's future plans, i.e. proposals and consultations on the future of the school | Electronic/Hard copy: available on request from the school office | Electronic/£0.05 per page |

| | | |
|---|---|---------------------|
| CLASS FOUR | | |
| How we make decisions | | |
| Decision making processes and records of decisions | | |
| Admissions policy | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Admissions&pid=12 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Agendas and minutes of meetings of the governing body and its committees (excluding information that is properly regarded as private to the meetings) | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| | | |
|---|---|---------------------|
| CLASS FIVE | | |
| Policies and procedures | | |
| Current written protocols, policies and procedures for delivering our services and responsibilities | | |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=School+Policies&pid=43 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Safeguarding and child protection, | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Safeguarding&pid=9 | Free/£0.05 per page |

| | | |
|---|---|---------------------|
| | Electronic/Hard copy: available on request from the school office | |
| Equality and Diversity | School website (Equalities Policy, Equalities Objectives/ Statement): https://www.st-edmunds.richmond.sch.uk/page/?title=School+Policies&pid=43 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Policies and procedures relating to recruitment and human resources | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Special educational needs | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=SEND%2Finclusion&pid=54 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Complaints Procedure | School website (Complaints Procedure): https://www.st-edmunds.richmond.sch.uk/page/?title=School+Policies&pid=43 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Pay Policy | Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Records management and personal data policies | School website: Freedom of Information Policy https://www.st-edmunds.richmond.sch.uk/page/?title=Data+Protection&pid=426 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Charging regimes and policies | School website: (Charging & Remissions Policy): https://www.st-edmunds.richmond.sch.uk/page/?title=School+Policies&pid=43 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| | | |
|---|---|---------------------|
| CLASS SIX | | |
| Lists and Registers Currently maintained lists and registers only (excluding the attendance register) | | |
| Curriculum circulars and statutory instruments | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=Curriculum&pid=10 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | School website (CCTV Policy): https://www.st-edmunds.richmond.sch.uk/page/?title=School+Policies&pid=43 | Free/£0.05 per page |

| | | |
|--|---|------|
| | Electronic/Hard copy: available on request from the school office | |
| Disclosure logs | Inspection only - contact school | Free |
| Asset register | Inspection only - contact school | Free |
| Any information the school is currently legally required to hold in publicly available registers | Inspection only - contact school | Free |

| | | |
|--|--|---------------------|
| CLASS SEVEN | | |
| Services we offer | | |
| Services we offer, including leaflets, guidance and newsletters produced for the public and businesses | | |
| Extra-curricular activities | School website: https://www.st-edmunds.richmond.sch.uk/page/?title=School+Day+and+Clubs&pid=30 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Out of school clubs | School website https://www.st-edmunds.richmond.sch.uk/page/?title=School+Day+and+Clubs&pid=30 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| Services for which the school is entitled to recover a fee, together with those fees | School website (Charging Remissions Policy & self funded Nursery/supervision at lunchtime – Nursery provision): https://www.st-edmunds.richmond.sch.uk/page/?title=School+Day+and+Clubs&pid=30 https://www.st-edmunds.richmond.sch.uk/page/?title=Nursery+Admissions&pid=91 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
| School publications, leaflets, books and newsletters | School website (various locations as per examples shown below): https://www.st-edmunds.richmond.sch.uk/page/?title=Newsletters&pid=70 https://www.st-edmunds.richmond.sch.uk/page/?title=Parent+Worksops&pid=378 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| | | |
|---|---|---------------------|
| Additional information | | |
| information not itemised in the lists above | | |
| Pupil Premium information | School website (Pupil Premium): https://www.st-edmunds.richmond.sch.uk/page/?title=Pupil+Premium&pid=164 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |

| | | |
|-----------------------------------|--|---------------------|
| PE and Sports Premium information | School website (PE and Sport Premium): https://www.st-edmunds.richmond.sch.uk/page/?title=PE+and+Sports+Premium&pid=52 Electronic/Hard copy: available on request from the school office | Free/£0.05 per page |
|-----------------------------------|--|---------------------|

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

REQUESTING INFORMATION

The school aims to put as much information as possible online so, if you are looking for information, in the first instance please consult the school website: www.st-edmunds.richmond.sch.uk

If you require a paper version of any of the documents within the scheme, please contact the school by email, telephone, or letter.

If the information you are looking for is not available via the scheme and is not on our website, please contact the school office to assess whether it is available.

Contact details: Gaynor Nicholl, Data Protection Lead

Email: office@st-edmunds.richmond.sch.uk

Tel: 020 8894 7898

Address: Nelson Road, Whitton, Middx, TW2 7BB

SCHEDULE OF CHARGES

Information published on our website is free, although you may incur costs from your Internet service provider (ISP). If you do not have Internet access, you can access our website using a local library or an Internet café.

If you require a paper copy of the information on our website, we will provide this at a cost of £0.05 per sheet for black and white copies. Colour copying costs are considerably more expensive so please contact the office for a specific price. The cost of copying is based on the cost per sheet and machine rental prices from our provider plus the cost of paper. The cost of any postage will be recharged at cost.

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain the school's time, energy and finances to the extent that they negatively affect normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is £450, the school reserves the right to refuse a request if we estimate that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

When estimating the cost of compliance, we take into account the cost of the following activities:

- determining whether you hold the information;
- finding the requested information, or records containing the information;
- retrieving the information or records; and
- extracting the requested information from records.

We rate staff time at £25 per person per hour, regardless of who does the work, including external contractors. This means a limit of 18 staff hours.

If Section 12 (cost limit) of the Act could apply, we will confirm this in writing. In addition, we will say whether we hold the information and give the requester the option to either.

- Refine (change or narrow) their request. by explaining why, the limit would be exceeded and what information, if any, may be available within the limits.
- Choose to meet the cost of compliance (the costs allowed in calculating whether the appropriate limit is exceeded); plus the communication costs (and £25 an hour for staff time taken for printing, copying or sending the information)

COMPLAINTS:

If you are not satisfied with the assistance that you get, please raise this with us in the first instance. To make a complaint, please contact our independent data protection officer NAME (DETAILS).

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Status

- Reviewed by: Data Protection Officer and full governing body
- Last review: Summer 2024
- Next Review: Summer 2025