



Information Commissioner's Office

## Freedom of Information

Guide to information available from **St Joseph's Catholic Primary School, part of the St John Southworth Catholic Academy Trust**, under the model publication scheme

Agreed by the St John Southworth Catholic Academy Trust 21/10/2021  
Based on ICO Template guide to information for schools  
Version 3  
20130830

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<b>Information to be published.</b> <b>This includes datasets where applicable</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)	
Who's who in the school	Website: <a href="https://www.stjosephs.rbkc.sch.uk/term-dates/school-staff/">https://www.stjosephs.rbkc.sch.uk/term-dates/school-staff/</a>  Hard copy: available upon request – contact	Free    2p per page

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	school	
Who's who on the local governing body and the academy trust board of directors and the basis of their appointment	Website: <a href="https://www.stjosephs.rbkc.sch.uk/governingbody/">https://www.stjosephs.rbkc.sch.uk/governingbody/</a>	Free
	Website: <a href="#">SJSCAT Board of Directors</a>	Free
	Hard copy: available upon request – contact school	2p per page

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Articles of Association	Website: <a href="#">Articles</a>  Hard copy: available upon request – contact school	Free  2p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="https://www.stjosephs.rbkc.sch.uk/contact/">https://www.stjosephs.rbkc.sch.uk/contact/</a>  Website <a href="https://www.stjosephs.rbkc.sch.uk/governance/">https://www.stjosephs.rbkc.sch.uk/governance/</a>	Free  Free

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	Hard copy: available upon request – contact school	2p per page
School prospectus and curriculum	Website: <a href="https://www.stjosephs.rbkc.sch.uk/curriculumoverview/">https://www.stjosephs.rbkc.sch.uk/curriculumoverview/</a>  Hard copy: available upon request – contact school	Free  2p per page
Annual Report (if any)	Hard copy: available upon request – contact	2p per page

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	school	
Staffing structure	Website: <a href="#">Staff Structure</a>  Hard copy: available upon request – contact school	Free  2p per page
School session times and term dates	Website: <a href="https://www.stjosephs.rbkc.sch.uk/term-dates/">https://www.stjosephs.rbkc.sch.uk/term-dates/</a>  Hard copy: available	Free  2p per

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	upon request – contact school	page
Address of school and contact details, including email address.	Website: <a href="https://www.stjosephs.rbkc.sch.uk/contact/">https://www.stjosephs.rbkc.sch.uk/contact/</a>  Hard copy: available upon request – contact school	Free  2p per page

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<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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy: available upon request – contact school	2p per page
Capital funding	Hard copy: available upon request – contact school	2p per page
Financial audit reports	Hard copy: available upon request – contact school	2p per page

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy: available upon request – contact school	2p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy: available upon request – contact school	2p per page
Pay policy	Website: <a href="https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2021/12/STJO-Pay-Policy-21-22-November-2021.pdf">https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2021/12/STJO-Pay-Policy-21-22-November-2021.pdf</a>	Free

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	Hard copy: available upon request – contact school	2p per page
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: available upon request – contact school	2p per page
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: available upon request – contact school	2p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request – contact	2p per page

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	school	
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul>	<p>Website:  <a href="https://www.compare-school-">https://www.compare-school-</a></p>	Free

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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><a href="http://performance.service.gov.uk/school/148438/st-joseph's-catholic-primary-school/primary">performance.service.gov.uk/school/148438/st-joseph's-catholic-primary-school/primary</a></p> <p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2013/12/ofsted-final-report-111213.pdf">https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2013/12/ofsted-final-report-111213.pdf</a></p> <p>Hard copy: available upon request – contact</p>	<p>Free</p> <p>2p per page</p>
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	school	
Performance management policy and procedures adopted by the governing body.	<p>Website:  <a href="https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2019/10/Appraisal-Policy-and-Procedure-for-the-Executive-Headteacher-Teachers-and-Other-Employees-June-2018-Website-Version.pdf">https://www.stjosephs.rbkc.sch.uk/wp-content/uploads/2019/10/Appraisal-Policy-and-Procedure-for-the-Executive-Headteacher-Teachers-and-Other-Employees-June-2018-Website-Version.pdf</a></p> <p>Hard copy: available upon request – contact</p>	<p>Free</p> <p>2p per page</p>

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	school	
Performance data or a direct link to it	Website: <a href="https://www.stjosephs.rbkc.sch.uk/key-stage-1-2-sats-results/">https://www.stjosephs.rbkc.sch.uk/key-stage-1-2-sats-results/</a>  Hard copy: available upon request – contact school	Free  2p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request – contact school	2p per page
Safeguarding and child protection	Website: <a href="https://www.stjosephs">https://www.stjosephs</a>	Free

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	<p><a href="https://www.rbkc.sch.uk/wp-content/uploads/2021/11/Safeguarding-and-Child-Protection-Policy-and-Procedures-September-2021-1.pdf">.rbkc.sch.uk/wp-content/uploads/2021/11/Safeguarding-and-Child-Protection-Policy-and-Procedures-September-2021-1.pdf</a></p> <p>Hard copy: available upon request – contact school</p>	<p>2p per page</p>
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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: <a href="https://www.stjosephs.rbkcsch.uk/reception-admissions/">https://www.stjosephs.rbkcsch.uk/reception-admissions/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>2p per page</p>
<p>Agendas and minutes of meetings of the local governing body, the board of directors and committees. (NB this will exclude information</p>	<p>Hard copy: available upon request – contact</p>	<p>2p per page</p>

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that is properly regarded as private to the meetings).	school	
<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 Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland</p>	<p>(hard copy or website)</p> <p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/policies-2/">https://www.stjosephs.rbkc.sch.uk/policies-2/</a></p> <p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/governance/">https://www.stjosephs.rbkc.sch.uk/governance/</a></p>	<p>Free</p> <p>Free</p>

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Act 1998.	Hard copy: available upon request – contact school	2p per page
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website: <a href="https://www.stjosephs.rbkc.sch.uk/privacy-notice/">https://www.stjosephs.rbkc.sch.uk/privacy-notice/</a>	Free
	Website: <a href="https://www.stjosephs.rbkc.sch.uk/policies-2/">https://www.stjosephs.rbkc.sch.uk/policies-2/</a>	Free
	Hard copy: available upon request – contact school	2p per page

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<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 complete the Guide to information").</p>	<p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/policies-2/">https://www.stjosephs.rbkc.sch.uk/policies-2/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>2p per page</p>
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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/curriculumoverview/">https://www.stjosephs.rbkc.sch.uk/curriculumoverview/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>2p per page</p>
<p>Disclosure logs</p>	<p>Not maintained</p>	<p>n/a</p>

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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

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<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Hard copy: available upon request – contact school</p>	<p>2p per page</p>
<p>Out of school clubs</p>	<p>Hard copy: available upon request – contact school</p>	<p>2p per page</p>

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<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/policies-2/">https://www.stjosephs.rbkc.sch.uk/policies-2/</a></p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>2p per page</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website: <a href="https://www.stjosephs.rbkc.sch.uk/newsletter/">https://www.stjosephs.rbkc.sch.uk/newsletter/</a></p> <p>Hard copy: available upon request – contact</p>	<p>Free</p> <p>2p per page</p>

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	school	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		



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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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority