ST DOMINIC SAVIO CATHOLIC PRIMARY SCHOOL

Name of Policy:	Freedom of Information Publication Scheme
Date Adopted:	11th June 2026
Responsible Person:	Headteacher
Approval:	Full Governing Board
Review Date:	Summer 2027
Signed By:	Laura Hulland Headteacher
Signature:	
Date:	11th June 2026
Signed By:	Fiona Cottle Chair of Full Governing Body
Signature:	
Date:	11th June 2026

Freedom of Information Publication Scheme Changes

Version	Status	Change Detail	Author	Date
1		New policy in line with Mother Teresa Catholic Academy Trust	L Hulland	May 2026

St Dominic Savio Catholic Primary School

Mission Statement

Serve the Lord with Joy

Joyful Worship



We love Jesus and the Gospel Values inspire us to worship Him as we pray and sing.

Joyful Learning



Every child works hard and enjoys learning new things to achieve their very best.

Joyful Community



We work together with kindness, caring for one another in our homes, school, Parishes and our wider global family.

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Appendix – Guide to Information

Freedom of Information Act

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

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

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.

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

The authority 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 a public authority, information will be provided on a 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, a public authority 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.

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 authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written requests

Information held by a public authority 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.

Appendix 1

Guide to information

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	**Hard copy or website**	**£**
Who's who in the school	School website	Free
Who's who on the governing board, and the basis of their appointment	School website	Free
Instrument of Government	School website	Free
Contact details for the headteacher	School office: 01189693893	Free
Contact details for the governing board	School office: 01189693893	Free
The school's staffing structure	School website	Free
School session times and term dates	School website	Free
The school's address	School website	Free
The school's contact details	School website	Free
The school's email address	School website	Free
The school website	St Dominic Savio Catholic Primary School	Free
The names of key personnel	School website	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website	£
Annual budget plan and financial statements	Benchmarking Website	Free
Capital funding	Hard Copy	£
Financial audit reports	Hard Copy	£
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard Copy	£
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Hard Copy	£
The pay policy	School website	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	School office: 01189693893	£
The staffing, pay and grading structure	School office: 01189693893	Free

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	School office: 01189693893	Free
Class 3: What our priories are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
The school profile	School office: 01189693893	Free
Performance data supplied to the government	School office: 01189693893	Free
The latest Ofsted summary	School website	Free
The latest Ofsted full report	School website	Free
The latest post-inspection action plan	School website	Free
The performance management policy and procedures	School website	Free
The latest performance data	School website	Free
The school's future plans	School website	Free
The safeguarding and child protection policies and procedures	School website: St Dominic Savio Catholic Primary School	Free
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	School website	Free
Information pertaining to admissions decisions	School office: 01189693893	£
The governing board and its committees' agendas and meeting minutes	School office: 01189693893	£
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy/Email/Website	£
Capability of staff policy	School website	Free
Charging and remissions policy	School website	Free
School behaviour policy	School website	Free
Sex education policy	School website	Free
Special educational needs (SEN) – SEN information report	School website	Free
Teacher appraisal policy	School website	Free
Teachers' pay policy	School website	Free
Data protection policy	School website	Free
Health and safety policy	School website	Free
Admissions arrangements	School website	Free
Accessibility plan	School website	Free

Behaviour principles written statement	School website	Free
Central record of recruitment and vetting checks	Hard Copy/Email	£
Complaints procedure statement	School website	Free
Freedom of information procedures	School website	Free
Governors' allowances (schemes for paying)	Hard Copy/Email	£
Governing board and committee meeting minutes, and papers considered at meetings	Hard Copy/Email	£
Premises management documents	Hard Copy	£
Equality information and objectives statement for publication	School website	Free
Register of pupils' admission to school	Hard Copy/Email	Free
Register of pupils' attendance	Hard Copy/Email	Free
Register of business interests of headteachers and governors	Hard Copy	£
Staff discipline, conduct and grievance (procedures for addressing)	School website	Free
Child protection policy and procedures	School website	Free
Early years foundation stage (EYFS) policy and procedures	School website	Free
Statement of procedures for dealing with allegations of abuse against staff	School website	Free
Supporting pupils with medical conditions policy	School website	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: • Information security policies • Records retention, destruction and archive policies • Information sharing policies	Hard Copy	£
Charging regimes and policies	School website	Free
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments	Hard Copy/Email	£
Disclosure logs	Hard Copy/Email	£
Asset register	Hard Copy/Email	£
Any information the school is currently legally required to hold in publicly available registers	Hard Copy/ Email	£
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	Email	Free
Out of school clubs	Website/ Email	Free
Services for which the school is entitled to recover a fee (and details of the fees)	Website	Free
School publications, leaflets, books and newsletters	School website	Free

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at **10**p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at **25**p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2nd class