

## Freedom of Information

### Guide to information available from Our Lady and St. Gerard's RC School under the model publication scheme

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) in England, Wales and Northern Ireland to meet their publication scheme obligations. Please refer to the document "How to complete the Guide to Information for Schools".

<b>Information to be published.</b> <b>This includes datasets where applicable – please see "How to complete the Guide to Information".</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	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free

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Who's who in the school	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
Who's who on the governing body / board of governors and the basis of their appointment	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
Instrument of Government / Articles of Association	Hardcopy Obtained from school office	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
Staffing structure	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
School session times and term dates	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free

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Address of school and contact details, including email address.	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
<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)  Current and previous financial year as a minimum	Hardcopy Obtained from school office	10p per sheet
Annual budget plan and financial statements	Hardcopy Obtained from school office	10p per sheet
Capital funding	Hardcopy Obtained from school office	10p per sheet
Financial audit reports	Hardcopy Obtained from school office	10p per sheet

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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.	Hardcopy Obtained from school office	10p per sheet
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).	Hardcopy Obtained from school office	10p per sheet
Pay policy	Hardcopy Obtained from school copy	10p per sheet
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.	Hardcopy Obtained from school office	10p per sheet

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<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>	<p>Hardcopy Obtained from school office</p>	<p>10p per sheet</p>
<p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a></p>	<p>free</p>

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Performance management policy and procedures adopted by the governing body.	Hardcopy Obtained from school office	10p per sheet
Performance data or a direct link to it	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopy if available Obtained from school office	10p per sheet
Safeguarding and child protection	Policy available on school website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
<b>Class 4 – How we make decisions</b>	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
Admissions policy		

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<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hardcopy Obtained from school office</p>	<p>10p per sheet</p>
<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.</p>	<p>(hard copy or website)</p> <p>Some information is available on the school website: <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a></p> <p>or hardcopies obtained from the school office</p>	<p>Web info is free</p> <p>10p per sheet for hard copies</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> </ul>	<p>Hardcopy Obtained from school office</p>	<p>10p per sheet</p>

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<ul style="list-style-type: none"> <li>Data protection (including information sharing policies)</li> </ul>		
<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>Policy on website  <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a></p>	free
<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>By inspection only  Please contact the school office.</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hardcopy  Obtained from the</p>	10p per

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	school office	sheet
Asset register	Inspection Please contact the school office	
Any information the school is currently legally required to hold in publicly available registers	Inspection Contact the school office.	
<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>Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a></p> <p>hardcopy obtained from the school office.</p>	free

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Extra-curricular activities	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
Out of school clubs	Website <a href="http://www.ourlady-st-gerards.lancs.sch.uk">www.ourlady-st-gerards.lancs.sch.uk</a>	free
Services for which the school is entitled to recover a fee, together with those fees	Inspection only Please contact the school office	
School publications, leaflets, books and newsletters	Hardcopy Obtained from school office	10p per sheet
<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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 @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p per sheet (colour)	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 (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority