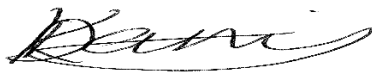




ST BENEDICT'S CATHOLIC SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2024-2026

Approved by ¹	
Name:	Kayleigh Daniels
Position:	Chair of Governors
Signed:	
Date:	March 2024
Review date ² :	March 2026

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from St Benedict's Catholic High School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) ['Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme' \(v4.0\)](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
Class 1 - Who we are and what we do Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	School website Homepage - St. Benedict's School (st-benedicts.cumbria.sch.uk) Contact the school admin@st-benedicts.cumbria.sch.uk	-
Head teacher's contact details.	School website Homepage - St. Benedict's School (st-benedicts.cumbria.sch.uk) Contact the school admin@st-benedicts.cumbria.sch.uk	
Who's who in the school.	School website Homepage - St. Benedict's School (st-benedicts.cumbria.sch.uk) Contact the school admin@st-benedicts.cumbria.sch.uk	

Current information to be published	How you can obtain information	Cost
Who's who on the governing body/board of governors and selection criteria for appointment.	School website – contact clerk to the governors Governing Body - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Governing body's or board of governors'/trustees' contact details.	School website – contact clerk to the governors Governing Body - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
School session times and term dates	School Website School Day & Term Dates - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.	The School website Financial Information – St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Annual budget and financial statements or the academy annual accounts.	The School website Financial Information – St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Capital funding.	Contact the school admin@st-benedicts.cumbria.sch.uk	
Financial audit reports.	Contact the school admin@st-benedicts.cumbria.sch.uk	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Contact the school admin@st-benedicts.cumbria.sch.uk	

Current information to be published	How you can obtain information	Cost
Details of staff who are paid in excess of £100,000	Contact the school admin@st-benedicts.cumbria.sch.uk The School website Financial Information - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Contact the school admin@st-benedicts.cumbria.sch.uk	
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Contact the clerk to the governors Governing Body - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Contact the school admin@st-benedicts.cumbria.sch.uk	
Details of any premiums we receive such as Pupil premium.	School Website Pupil Premium – St. Benedict's School (st-benedicts.cumbria.sch.uk)	

Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.		
Annual Report.		
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Ofsted – St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Exam and assessment results.	KS4 & KS5 Results – St. Benedict's School (st-benedicts.cumbria.sch.uk)	

Current information to be published	How you can obtain information	Cost
Performance tables	KS4 & KS5 Results – St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Careers programme information	Careers – St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Contact the school admin@st-benedicts.cumbria.sch.uk	
Our school profile and performance data supplied to the Government (GIAS)	Contact the school admin@st-benedicts.cumbria.sch.uk	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Contact the school admin@st-benedicts.cumbria.sch.uk	

Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.		
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Contact the clerk to the governors Governing Body - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	

Current information to be published	How you can obtain information	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Safeguarding and child protection, including protecting children's personal data.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Equality and Diversity.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Policies and procedures relating to recruitment and human resources.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Special educational needs and disability.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Pay Policy		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	School website Policies - St. Benedict's School (st-benedicts.cumbria.sch.uk)	

Current information to be published	How you can obtain information	Cost
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Contact the school admin@st-benedicts.cumbria.sch.uk	
Curriculum circulars and statutory instruments	Contact the school admin@st-benedicts.cumbria.sch.uk	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Contact the school admin@st-benedicts.cumbria.sch.uk	
Disclosure logs i.e., information provided in response to FOIA requests	Contact the school admin@st-benedicts.cumbria.sch.uk	
Asset register and Information Asset register	Contact the school admin@st-benedicts.cumbria.sch.uk	
Any information we are currently legally required to hold in publicly available registers	Contact the school admin@st-benedicts.cumbria.sch.uk	
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	School website Homepage - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Extra-curricular activities	School website Extra Curricular Activities - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Out of school clubs	School website Extra Curricular Activities - St. Benedict's School (st-benedicts.cumbria.sch.uk)	
Services for which the school is entitled to recover a fee, together with those fees	School website 06-Charging-Remissions-Policy-Nov-2020-22.pdf (st-benedicts.cumbria.sch.uk)	
School publications, leaflets, books, and newsletters		

Current information to be published	How you can obtain information	Cost
Additional Information Any information that is not itemised in the lists above		

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		