



PENRUDDOCK SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

2023

Approved by¹	
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Review date²:	March 2025

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 Penruddock School under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) [‘Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme’ \(v4.0\)](#) 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).	Website	Free
Head teacher’s contact details.		
Who’s who in the school.	Website	Free
Who’s who on the governing body/board of governors and selection criteria for appointment.	Website	Free
Governing body’s or board of governors’ contact details.	Website	Free
Instrument of Government/Articles of Association.	School Office	Free
School prospectus (if any).	Website	Free
School session times and term dates	Website	Free

Current information to be published	How you can obtain information	Cost
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	(hard copy and/or website)	
Annual budget and financial statements	Hard copy	£5
Capital funding.	Hard copy	£5
Financial audit reports.	Hard copy	£5
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Website	Free
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy	£5
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy	£5
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard copy	£5
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.	Hard copy	£5
Details of any premiums we receive such as Pupil premium.		
<p>Class 3 – What our priorities are and how we are doing</p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	Hard copy or website	Free

Current information to be published	How you can obtain information	Cost
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Website	Free
Exam and assessment results.		
Performance tables		
Careers programme information		
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Website	Free
Our school profile and performance data supplied to the Government (GIAS)		
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.		
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy or website	
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.	Website	Free
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.	Hard copy	£5

Current information to be published	How you can obtain information	Cost
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>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.</p>	Website	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Website	Free
Safeguarding and child protection, including protecting children’s personal data.	Website	Free
Equality and Diversity.	Website	Free
Policies and procedures relating to recruitment and human resources.		
Special educational needs and disability.		
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website	Free
Pay Policy	Hard copy	£5
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	Hard copy	£5
<p>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.</p> <p>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).</p>	Website	Free

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)	(hard copy or website; some information may only be available by inspection)	Free
Curriculum circulars and statutory instruments	Website	Free
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.		
Disclosure logs i.e., information provided in response to FOIA requests	Inspection	Free
Asset register and Information Asset register	Hard copy	£5
Any information we are currently legally required to hold in publicly available registers	Hard copy	£5
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	(hard copy or website; some information may only be available by inspection)	Free
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books, and newsletters	Website	Free
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 @ 1.5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£5	In accordance with the relevant legislation (quote the actual statute)