



**St Augustine of Canterbury
Catholic Primary School**

Freedom of Information Policy

DATE: September 2025

Version History	Date	Reason for Amendment
1.0	May 2021	Format Revision
2.0	Sept 2025	Format Revision

“Created by God to love and learn”

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Mission Statement

St Augustine of Canterbury Catholic Primary School provides an education that inspires and nurtures God's children to succeed to their full potential as we are

“Created by God to love and learn”

We believe in the concept of lifelong learning, and in the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone. Through our teaching we strive to equip children with the skills, knowledge and understanding necessary to make informed choices about the important things in their lives. We believe that effective and stimulating teaching will lead to consistent and quality learning experiences to help children to lead happy and rewarding lives.

For this mission to be fulfilled the following policy is enacted to support our practice whilst meeting our legal obligations.

Document Information

Author	Acting Head Teacher 	Review Frequency	Every 2 years Subject to local education authority and/or national policy change
Date of Ratification	16 th September 2025	Related Policies and Procedures	
Review Date	September 2027	Chair of Governors Signature 	

1. Introduction

This Freedom of Information publication scheme commits St Augustine of Canterbury Catholic Primary School 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits St Augustine of Canterbury Catholic Primary School:

- 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 school 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 school 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 school that has been requested, and any updated versions it holds, unless the school 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.

2. Classes of information

2.1 Who we are and what we do

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we're doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

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

2.7 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.

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

The school 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 school, 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 school 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 a school 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.

2.9 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 school 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

2.9.1 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.

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.

Appendix A: Freedom of Information

A guide to information available from St. Augustine of Canterbury Catholic Primary School under the ICO model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Clerk & Website
Instrument of Government	Clerk & All Governors
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Office & Website
School prospectus	Office & Website
Annual Report	School Profile on line
Staffing structure	Website & Office
School session times and term dates	Website & Office
<p>Class 2 – What we spend and how we spend it</p> <p>(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	Head & Governors & Office
Capitalised funding	Hookways & Head & Office
Additional funding	Office
Procurement and projects	Office & Head
Pay policy	Governors & Head & Office
Staffing and grading structure	Head & Office

Governors' allowances	Clerk
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<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Online & link from website</p> <p>Online & Office</p> <p>Online & Office</p>
Performance management policy and procedures adopted by the governing body.	Head & Office
Schools future plans	Head & Office & Staff & Governors

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website & Head & Office
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk & All Governors
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk & Chair

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions policy • Health and Safety 	All available from office & website

<ul style="list-style-type: none"> • Complaints policy • Code of conduct • Grievance policies • Staffing structure • Subject Access Request • Equalities Policy • Staff recruitment policies – Have not got a staff recruitment policy but maybe we should look at putting vacancies on the website 	Not available on website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement – do we still have one? • Curriculum • Relationships and Sex education • Special educational needs • Accessibility • Collective worship • Behaviour policy 	Website & All available from office
<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 policies) 	LA guidelines
<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>	Office & Website

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Office
Disclosure logs	Office (locked cupboard)
Asset register	Head
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	

<p>Class 7 – The services we offer</p>	(hard copy or website; some information may only be available by inspection)
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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Extra-curricular activities	Newsletters & Office
Out of school clubs	Newsletters & Office
School publications	Newsletter & Hard copy & Website
Services for which the school is entitled to recover a fee, together with those fees	Office
Leaflets books and newsletters	Office

Contact details: 01454 866690 email: office@staugustinesprimary.org.uk

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * 10p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost * 15p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority

Equality Impact Assessment

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact x or n.a.
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Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		x
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		x
Gender reassignment (transsexual)		x
Marriage and civil partnership		x
Pregnancy and maternity		x
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		x
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		x
Gender (male, female)		x
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x