



CASTLE PARK SCHOOL
Learning For Life

FREEDOM OF INFORMATION PROCEDURE

REVIEWED: September 2017

SIGNED  (Chair)

Freedom of Information Act Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits the 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 the school:
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school, 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.

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 school.

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 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, 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.

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

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.

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 school 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. Requests are to be made to the school office.



Freedom of Information

Guide to information available from Castle Park Primary School, Kendal, under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
School staff – names of key personnel	www.castleparkschool.org.uk	
Who's who on the governing body, contact details and the basis of their appointment	www.castleparkschool.org.uk	
Academy Funding Agreement	www.xcastleparkschool.org.uk	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	www.castleparkschool.org.uk	
Staffing structure	School Office	
School session times and term dates and holidays	www.castleparkschool.org.uk	
Location and contact information – address, telephone number and website	www.castleparkschool.org.uk	
School Prospectus	School Office	



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Information to be published	How the information can be obtained	Cost
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous two financial years as a minimum. (Accounts that have been filed with the Charity Commission and Companies House)</p>	(hard copy and/or website)	
Annual budget plan and financial statements	School Office	
Capitalised funding -details of capital funding allocated to the school along with information on related building projects and other capital projects	School Office	
Additional funding – Income generation schemes and other sources of funding	School Office	
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	School Office	
Pay policy – a statement of the Academy’s policy on procedures regarding teacher’s pay	School Office	
Staffing and grading structure	School Office	

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<p>Class 3 – What our priorities are and how we are doing (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 	www.castleparkschool.org.uk	
Appraisal policy and procedures adopted by the governing body.	School Office	
The Academy's future plans – any major proposals on safeguarding and promoting the welfare of children	School Office	
Child protection – policies and procedures on safeguarding and promoting the welfare of children	www.castleparkschool.org.uk School Office	



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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria</p>	www.castleparkschool.org.uk	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	School Office	
<p>Governing body meeting agendas, papers and minutes – nb this will exclude information that is properly regarded as private to the meetings.</p>	School Office	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and Risk Assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Pay policy • Information request handling policy • Staff recruitment policies 	www.castleparkschool.org.uk or School Office	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	www.castleparkschool.org.uk or School Office	
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 policies) 	School Office	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included	www.castleparkschool.org.uk Or School Office	
Charging regimes and policies. 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.	www.castleparkschool.org.uk	

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Information to be published	How the information can be obtained	Cost
<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	School Office	
Disclosure logs	School Office	
Asset register	School Office	
Any information the academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office	

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Information to be published	How the information can be obtained	Cost
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website	
Out of school clubs	Or School Office	
School publications	Website or School Office	
Services for which the school is entitled to recover a fee, together with those fees	School Office	
Leaflets books and newsletters	Website or School Office	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		



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Contact details:

Castle Park Primary School
Sedbergh Drive
Kendal
LA9 6BE
Cumbria

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 per sheet (black & white) A4	0.10p
	Photocopying/printing per sheet (black & white) A3	0.20p
	Photocopying/printing per A4 Colour	0.20p
	Photocopying/printing per A3 Colour	0.40p
	Postage depending on weight	Actual cost of Royal Mail standard 2 nd class
	Information in Braille/Cassette	No charge
Other	When the cost of producing the information exceeds £450	£25 per hour for an employee to search for information