

# Guide to Information

Certain information about our organisation is required to be published under the Freedom of Information Act or in accordance with guidance issued by the Department of Education. This guide identifies where this information is published or how it can be obtained.

Please note that the guide only covers the information we currently hold. Any information that is not held will be marked as such.

<b>Class 1 - Who we are and what we do</b>			
Information about us: our structures, locations, and contacts. This is current information only.			
<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
Contact details for the school or Trust, postal and email address (if used). Where possible, named contacts with telephone number and email address.	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: St Mary's CofE Primary School Homepage</a>	Not applicable
Headteacher's contact details.	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: St Mary's CofE Primary School Homepage</a>	Not applicable
Who's who in the school or Trust.	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Staffing Structure</a>	Not applicable
Who's who on the governing body/ board of governors and selection criteria for appointment/ governing body's contact details.	ICO & DfE	Published on the school website: <a href="http://www.st-marys.halton.sch.uk/serve_file/25280508">www.st-marys.halton.sch.uk/serve_file/25280508</a>	Not applicable
Diversity data for the governing board.	DfE	Not held	Not applicable



### Class 1 - Who we are and what we do

Information about us: our structures, locations, and contacts. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Trustees' contact details.	ICO	Trustees can be contacted through the CDAT central office. Published on the Trust website: <a href="http://www.cdat.co.uk/contact.htm">www.cdat.co.uk/contact.htm</a>	Not applicable
Trustee who's who.	ICO & DfE	Trustees can be contacted through the CDAT central office. Published on the Trust website: <a href="http://www.cdat.co.uk/contact.html">www.cdat.co.uk/contact.html</a>	Not applicable
Trustee diversity data.	DfE	Not held	Not applicable
Instrument of Government/ Articles of Association.	ICO & DfE	Published on the school website: <a href="http://St Mary's CofE Primary School: Governors (st-marys.halton.sch.uk)">St Mary's CofE Primary School: Governors (st-marys.halton.sch.uk)</a>	Not applicable
Prospectus.	ICO	Hard copy available on request. Please contact the school office.	N/A
School/Academy session times and term dates.	ICO & DfE	Published on the school website: <a href="http://St Mary's CofE Primary School: Term Dates">St Mary's CofE Primary School: Term Dates</a>	Not applicable
School curriculum.	ICO & DfE	Published on the school website: <a href="http://St Mary's CofE Primary School: Curriculum">St Mary's CofE Primary School: Curriculum</a>	Not applicable

### Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
Annual budget and financial statements.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



## Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
For Academies: Annual accounts.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Capital funding.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Financial audit reports.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Staff pay – number of employees who have a gross annual salary and benefits of £100,000 or more, published in £10,000 increments.	DfE	Not Applicable	Not applicable
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



## Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
For Academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Procurement and contracts.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Details of any premiums we receive such as pupil premium, recovery premium and sports premium.	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: Pupil Premium Information</a>	Not applicable

## Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Annual report. - School Development Plan	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Latest reports from regulators (Ofsted /Estyn / Education and Training Inspectorate) - Full report	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: Reports, Information and Forms</a>	Not applicable



### Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
- Summary			
Test, exam, and assessment results.	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: Current attainment data</a>	Not applicable
Performance tables.	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: Current attainment data</a>	Not applicable
Remote education.	DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.
The school or Academy's future plans e.g., proposals for and any consultation on the future of the school/Academy, such as a change in status (if applicable).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
School profile and performance data supplied to the Government.	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: Current attainment data</a>	Not applicable
Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



#### Class 4 – How we make decisions

Decision making processes and records of decisions. This is current information and the previous three year's information.

Information to be published	Authority	How you can obtain the information	Cost
Admissions policy and, where applicable, admission decisions (not individual decisions e.g., application numbers/ patterns of successful applicants, including criteria on which applications were successful).	ICO & DfE	Published on the School website: <a href="#">St Mary's CofE Primary School: Policies</a>  Hard copy available on request. Please contact the school office.	Not applicable  Yes – see cost table.
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.

#### Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
School policies and other documents, such as behaviour policy, complaints procedure, anti-bullying policy, eSafety, SEND, access to information etc.	ICO & DfE	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable
Safeguarding and child protection, including protecting children's personal data.	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable
Equality and diversity including the public sector equality duty.	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable



## Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Policies and procedures relating to recruitment and human resources.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Special educational needs.	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable
Customer service and complaints policies and procedures (including those covering handling requests for information and operating the publication scheme).	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable
Pay policy.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Records management (information security policies, records retention, destruction and archive policies).	ICO	Hard copy available on request. Please contact the school office.	Not applicable
Data protection (including information sharing and CCTV usage policies).	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable
Charging regimes and policies.	ICO	Published on the school website: <a href="#">St Mary's CofE Primary School: Policies</a>	Not applicable
Careers programme information.	ICO	Not held – no education provided to children Y8-Y13	Not applicable



### Class 6 – Lists and registers

Currently maintained lists and registers only (this does not include attendance registers).

Information to be published	Authority	How you can obtain the information	Cost
CCTV - details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Disclosure logs, i.e., information provided in response to FOI/EIR requests.	ICO	Not held.	Not applicable
Asset register and Information Asset Register.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Any information we are currently legally required to hold in publicly available registers.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.

### Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Extra-curricular activities.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Out of school clubs.	ICO	Not held - Published when out of schools clubs are hosted via email to be booked on the School Gateway	Not applicable





### Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Services for which we are entitled to recover a fee, together with those fees.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Our publications, leaflets, books and newsletters.	ICO	Published on the school website <a href="http://st-marys.halton.sch.uk">St Mary's CofE Primary School: School Newsletters (st-marys.halton.sch.uk)</a> Hard copy available on request. Please contact the school office.	Not applicable  Yes – see cost table.
Additional Information			
Any information that is not itemised in the lists above.	Not applicable	Not applicable	Not applicable



## Schedule of charges

The following table describes how we assess any charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred
	Photocopying @ 12p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory fee</b>	Not applicable	Not applicable

### The office details for information available upon request are:

St Mary's CE Primary School

Castlefields Avenue South

Runcorn

WA7 2NR

01928 565995

sec@st-marys.halton.sch.uk

