

St Oswald's Primary School

FREEDOM OF INFORMATION PUBLICATION SCHEME

2025

Approved by ¹			
Name:	Gill White		
Position:	Head Teacher		
Signed:			
Date:	10.09.25	Version No:	4
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KAHSC v4 – reviewed Sept 2024

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

² The Governing Body are free to determine review frequency.

REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

[illegible]

Freedom of Information

Guide to information available from St Oswald's 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](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/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).	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Head teacher's contact details.	School Website	-
Who's who in the school/academy.	School Website	-
Maintained schools only: Who's who on the governing body/board of governors and selection criteria for appointment.	School Website	-
Governing body's or board of governors'/trustees' contact details.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Instrument of Government/Articles of Association.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
School prospectus (if any).	School Website	-

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Current information to be published	How you can obtain information	Cost
School session times and term dates	School Website	-
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.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Annual budget and financial statements or the academy annual accounts.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Capital funding.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Financial audit reports.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-

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Current information to be published	How you can obtain information	Cost
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.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Details of any premiums we receive such as Pupil premium.	School Website	-
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Annual Report.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	School Website	-
Exam and assessment results.	School Website	-
Performance tables	School Website	-
Careers programme information	School Website	-
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
Our school profile and performance data supplied to the Government (GIAS)	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
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.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-

Current information to be published	How you can obtain information	Cost
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	-
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.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	-
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 policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	School Website	
Safeguarding and child protection, including protecting children's personal data.	School Website	
Equality and Diversity.	School Website	
Policies and procedures relating to recruitment and human resources.	School Website	
Special educational needs and disability.	School Website	
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School Website	

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Pay Policy	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies)	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
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).	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)		
Curriculum circulars and statutory instruments	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
Disclosure logs i.e., information provided in response to FOIA requests	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
Asset register and Information Asset register	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	

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Current information to be published	How you can obtain information	Cost
Any information we are currently legally required to hold in publicly available registers	Email or Call School Office: admin@st-oswalds.cumbria.sch.uk 01539738185	
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	School Website	
Out of school clubs	School Website	
Services for which the school is entitled to recover a fee, together with those fees	School Website	
School publications, leaflets, books, and newsletters	School Website	
Additional Information Any information that is not itemised in the lists above		