

# CUMWHINTON SCHOOL



# FREEDOM OF INFORMATION PUBLICATION SCHEME

## 2023

Approved by <sup>1</sup>	
Name:	Gary Oliver
Position:	Chair of Staffing and Finance Committee
Signed:	Gary Oliver
Date:	March 23
Review date <sup>2</sup> :	March 24

<sup>1</sup>The Governing Body are free to determine how to implement.

<sup>2</sup>The Governing Body are free to determine review frequency.



## Freedom of Information

### Guide to information available from Cumwhinton School 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](#)' (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
<b>Class 1 - Who we are and what we do</b> 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).	<a href="https://cumwhinton.cumbria.sch.uk/contact-cumwhinton-school/">https://cumwhinton.cumbria.sch.uk/contact-cumwhinton-school/</a>	
Head teacher's contact details.	<a href="https://cumwhinton.cumbria.sch.uk/contact-cumwhinton-school/">https://cumwhinton.cumbria.sch.uk/contact-cumwhinton-school/</a>	
Who's who in the school.	<a href="https://cumwhinton.cumbria.sch.uk/cumwhinton-school-staff/">https://cumwhinton.cumbria.sch.uk/cumwhinton-school-staff/</a>	
Who's who on the governing body/board of governors and selection criteria for appointment.	<a href="https://cumwhinton.cumbria.sch.uk/governors-2/">https://cumwhinton.cumbria.sch.uk/governors-2/</a>	
Governing body's or board of governors'/trustees' contact details.	<a href="https://cumwhinton.cumbria.sch.uk/governors-2/">https://cumwhinton.cumbria.sch.uk/governors-2/</a>	
Instrument of Government/Articles of Association.	Via the school office	
School session times and term dates	<a href="https://cumwhinton.cumbria.sch.uk/">https://cumwhinton.cumbria.sch.uk/</a> <a href="https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/termdates.asp">https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/termdates.asp</a>	

Current information to be published	How you can obtain information	Cost
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit.</p> <p>Current and previous financial year as a minimum.</p>	<p><a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a></p>	
<p>Annual budget and financial statements or the academy annual accounts.</p>	<p><a href="https://cumwhinton.cumbria.sch.uk/financial-info/">https://cumwhinton.cumbria.sch.uk/financial-info/</a> <a href="https://schools-financial-benchmarking.service.gov.uk/School?urn=112108">https://schools-financial-benchmarking.service.gov.uk/School?urn=112108</a></p>	
<p>Capital funding.</p>		
<p>Financial audit reports.</p>	<p><a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a></p>	
<p>Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).</p>	<p><a href="https://cumwhinton.cumbria.sch.uk/financial-info/">https://cumwhinton.cumbria.sch.uk/financial-info/</a></p>	
<p>Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).</p>	<p><a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a></p>	
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.</p>	<p>Via the school office</p>	
<p>Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Via the school office</p>	
<p>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.</p>	<p>Via the school office</p>	

Current information to be published	How you can obtain information	Cost
Details of any premiums we receive such as Pupil premium.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Annual Report.	Via the school office	
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	<a href="https://reports.ofsted.gov.uk/provider/21/112108">https://reports.ofsted.gov.uk/provider/21/112108</a>	
Exam and assessment results.		
Performance tables	<a href="https://www.find-school-performance-data.service.gov.uk/school/112108/cumwhinton-school/primary">https://www.find-school-performance-data.service.gov.uk/school/112108/cumwhinton-school/primary</a>	
Our school profile and performance data supplied to the Government (GIAS)	<a href="https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/112108">https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/112108</a>	
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.	Via the school office	
<p><b>Class 4 – How we make decisions</b></p> <p>Our decision-making processes and records of decisions.</p> <p>Current and previous three years as a minimum.</p>	Via the school office	

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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.	<a href="https://cumwhinton.cumbria.sch.uk/admission-arrangements/">https://cumwhinton.cumbria.sch.uk/admission-arrangements/</a>	
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.	<a href="https://cumwhinton.cumbria.sch.uk/governors-2">https://cumwhinton.cumbria.sch.uk/governors-2</a>	
<p><b>Class 5 – Our policies and procedures</b></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>	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Safeguarding and child protection, including protecting children’s personal data.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Equality and Diversity.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Policies and procedures relating to recruitment and human resources.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Special educational needs and disability.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	

Current information to be published	How you can obtain information	Cost
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Pay Policy	Via the school office	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing and CCTV usage policies)</li> </ul>	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
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).	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
<b>Class 6 – Lists and Registers</b> Lists and registers we currently maintain (does not include the attendance register)	Via the school office	
Curriculum circulars and statutory instruments	Via the school office	
Disclosure logs i.e., information provided in response to FOIA requests	Via the school office	
Asset register and Information Asset register	Via the school office	

Current information to be published	How you can obtain information	Cost
Any information we are currently legally required to hold in publicly available registers	Via the school office	
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Extra-curricular activities	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Out of school clubs	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
Services for which the school is entitled to recover a fee, together with those fees	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	
School publications, leaflets, books, and newsletters	<a href="https://cumwhinton.cumbria.sch.uk/school-policies/">https://cumwhinton.cumbria.sch.uk/school-policies/</a>	

### 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
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)



