



The Bishop Wheeler Catholic Academy Trust

ST MARY'S CATHOLIC PRIMARY SCHOOL,

A VOLUNTARY ACADEMY

FREEDOM OF INFORMATION POLICY

Freedom of Information Publication Scheme

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits The Bishop Wheeler Catholic Academy Trust 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 Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The Information Commissioner's timescales will be followed. The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust 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 Trust 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

- 1. Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- 6. Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 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.

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

The Trust 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 the Trust, 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, the Trust 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 the Trust 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 Trust for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website is free of charge.

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 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.

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

Requests for the Chair of the Trust or the Accounting Officer should be made by telephone or e-mail through the Company Secretary – 01943 883000 - a.tindall@stmarysmenston.org. Requests may require an appointment to view documents.

Information to be published	How the information can be obtained	Charge
<p>1. Who we are and what we do</p> <p>Organisational information, structures, locations and contacts:</p> <p>The Bishop Wheeler Catholic Academy Trust:</p> <ol style="list-style-type: none"> 1. St Mary’s Menston, a Catholic Voluntary Academy 2. St Joseph’s Catholic Primary School Otley, a Voluntary Academy 3. Ss Peter and Paul Catholic Primary School, a Voluntary Academy 4. Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy 5. St. Mary’s Horsforth Catholic Voluntary Academy 6. St. Joseph’s Catholic Primary School Pudsey, a Voluntary Academy 7. St. Mary’s Catholic Primary School, Knaresborough, a Voluntary Academy 	<p>The Bishop Wheeler Catholic Academy Trust website:</p> <p>bishopwheelercatholicacademytrust.org</p> <p><i>The Trust website has links to all the individual schools’ websites</i></p>	
Academy Funding Agreement	Appointment to view	
School staff and structure – names of key personnel	On request from the Accounting Officer	Photocopying and postage may apply
Governing body – names and contact details of the governors and the basis of their appointment	On request from the Chair of the Trust	Photocopying and postage may apply
Individual school session times, term dates and holidays	Websites	
Location and contact information – address, telephone number	Websites	

Contact details for Headteachers and the Governing Body	Websites	
School Prospectus	Websites	
GCSE results – a link to the data on the Department for Education’s website	St. Mary’s Menston website	

Information to be published	How the information can be obtained	Charge
<p>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>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>Current financial statements: Trust website</p> <p>Previous accounts and audit reports: on request from the Accounting Officer</p>	Photocopying and postage may apply
Annual budget plan and financial statements	On request from the Accounting Officer	Photocopying and postage may apply
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	On request from the Accounting Officer	Photocopying and postage may apply
Additional funding – Income generation schemes and other sources of funding.	On request from the Accounting Officer	Photocopying and postage may apply
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.	On request from the Accounting Officer	Photocopying and postage may apply
Staffing and grading structure	On request from the Accounting Officer	Photocopying and postage may apply
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	On request from the Accounting Officer	Photocopying and postage may apply
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	On request from the Accounting Officer	Photocopying and postage may apply

Information to be published	How the information can be obtained	Charge
<p>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 should be published.</p>	Websites / on request from the Chair of the Trust	Photocopying and postage may apply
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p>	Websites / on request from the Chair of the Trust	Photocopying and postage may apply
Performance management information	On request from the Chair of the Trust	Photocopying and postage may apply
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	On request from the Chair of the Trust	Photocopying and postage may apply
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	On request from the Chair of the Trust	Photocopying and postage may apply

Information to be published	How the information can be obtained	Charge
<p>4. How we make decisions</p> <p>Decision making processes and records of decisions. Current and previous three years as a minimum</p>	On request from the Chair of the Trust	Photocopying and postage may apply
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Websites / on request from the Chair of the Trust	Photocopying and postage may apply

Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	On request from the Chair of the Trust	Photocopying and postage may apply
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Information to be published	How the information can be obtained	Charge
5. Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	Websites / on request from the Chair of the Trust	Photocopying and postage may apply

Information to be published	How the information can be obtained	Charge
6. Lists and Registers Currently maintained lists and registers	Websites / on request from the Chair of the Trust / appointment to view	Photocopying and postage may apply
Curriculum circulars and statutory instruments	Websites / on request from the Chair of the Trust / appointment to view	Photocopying and postage may apply
Disclosure logs	Appointment to view	
Asset register	Appointment to view	
Any information the Academy is currently legally required to hold in publicly available registers	Appointment to view	

Information to be published	How the information can be obtained	Charge
<p>7. The services we offer</p> <p>Current newsletters, leaflets, guidance, extra-curricular activities, out of school clubs, school publications, community lettings</p>	Websites	

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Reference: DFE-00043-2014