



Freedom of Information – School Publication Scheme

This is Margaret Roper School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available to you on our website to download and print off or from the School Office in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- *School Prospectus* – information published in the school prospectus.
- *Governors' Documents* – information published in the governing body documents.
- *Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* – information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: office@margaretroper.croydon.sch.uk

Tel: 020 8660 0115

Fax:: 020 8660 9656

Contact Address: Margaret Roper Catholic Primary School, Russell Hill Road, Purley CR8 2XP

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Hard copy and/or website	£0.20

Who's who on the governing body and the basis of their appointment	Website	Nil
Instrument of Government	Hard copy	£0.20
School prospectus	Website	Nil
Contact details for the Head Teacher	Website	Nil
Staffing structure	Hard copy and/or website	£0.20
School session times and term dates	Website	Nil
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)		£0.04 per sheet
		£0.04 per sheet
Current and previous financial year as a minimum	Hard Copy	
Annual budget plan and financial statements	Hard copy	£0.04 per sheet
Capitalised funding	Hard copy	£0.04 per sheet
Additional funding	Hard copy	£0.04 per sheet
Procurement and projects	Hard copy	£0.04 per sheet
Pay policy	Hard copy	£0.04 per sheet
Staffing and grading structure	Hard copy	£0.04 per sheet
Governors' allowances	Hard copy	£0.04 per sheet
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile	Hard copy and/or website	£0.04 per sheet
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 		
Performance management policy and procedures adopted by the governing body.	Hard copy	£0.04 per sheet

School Development Plan / School Improvement Plan)	Hard copy	£0.04 per sheet
Policies and procedures	Hard copy and/or website	£0.04 per sheet

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions)	Hard copy and/or website	£0.04 per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	£0.04 per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	£0.04 per sheet

Class 5 – Our policies and procedures

(Current written protocols, policies and procedure for delivering our services and responsibilities)

Current information only

School policies including:	Hard copy and/or website	£0.04 per sheet
<ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure • FOI Publication Scheme • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		

Pupil and curriculum policies, including:	Hard copy and/or website	£0.04 per sheet
<ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special educational needs • Accessibility • Race Equality • Religious Education 		

- Pupil discipline
- Teaching and Learning

Records management and personal data policies, including: Hard copy and/or website £0.04 per sheet

- Information security policies
- Records retention, destruction and archive policies
- Data protection (including information sharing policies)

Charging regimes and policies. Website £

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.

Class 6 – Lists and Registers (Hard copy or website. Some information may only be available by inspection) £0.04 per sheet

Currently maintained lists and registers only

Disclosure logs Hard copy

Asset register Hard copy

Any information the school is currently legally required to hold in publicly available register (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) Hard copy

Class 7 – The services we offer (Hard copy and/or website but some information may only be available by inspection)

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Extra-curricular activities Website Nil

Out of school clubs Website Nil

Services for which the school is entitled to recover a fee, together with those fees Website Nil

Leaflets books and newsletters Website Nil

School Meals Menu Website Nil

Code of conduct Website Nil

Uniform list	Website	Nil
School diary	Website	Nil
School Events	Website	Nil
PTA Information	Website	Nil

Additional Information Website

This will provide schools with the opportunity to publish information that is not itemised in the lists above

Contact details: The Administrator Margaret Roper Catholic Primary School, Russell Hill Road, Purley, CR8 2XP Office@margaret roper.croydon.sch.uk Tel: 020 8660 0115

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 @ 0.04p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

Other

* the actual cost incurred by the public authority

Reviewed by Governors	May 2017; November 2019
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