St Patrick’s Catholic Primary School

Freedom of Information Policy

Policy produced by Camden LA

Adopted by Full Governing Body -Academic year 2026/27
Review date- Academic year 2027/28

Freedom of Information Act

1. Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. The Information Commissioner's Office (ICO) developed a model policy and publication scheme for schools which was adopted for this policy by St Patrick's School. The policy will be reviewed regularly as part of the school's policy review programme.

The policy commits the school to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.* This information is provided in the attached guide to information.

2. Information included in the guide to information

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what the cost will be. A copy of the FOIA policy is kept in the school office and it is planned for it to put onto the school website in the future.

3. Fees and charging

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment before providing the information.

The actual charges and the basis on which the charges are being made are detailed in the "Schedule of Charges" section on the school's guide to information.

4. FOI requests and the publication scheme

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld.

5. More information

Further information on freedom of information, can be found on the Information Commissioner's Office (ICO) website or by contacting the ICO on:

Phone: 08456 30 60 60
01625 54 57 45

Email: by using the online enquiry form on the ICO website

Website: www.ico.gov.uk

6. FOIA Disclosure Log

Record of FOIA Requests				
Date	**FOIA Request**	**Member of staff**	**Cost/payment received**	**Date of completion**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (This includes organisational information, structures, locations and contacts etc)	St Patrick's Catholic Primary School Pratt Street, London NW1 0DP Telephone: 20274857997 Fax: Email: admin@ourladys.camden.sch.uk	
Who's who in the school	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/ sheet
Who's who on the governing body and the basis of their appointment	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/ sheet
Instrument of Government	**Hard copy** Contact school office	10p/ sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)	**Hard copy** Contact school office	10p/ sheet
School prospectus	**Hard copy** Contact school office	Free
Annual Report	**Website** www.ourladys.camden.sch.uk	Free

	Hard copy Contact school office	£2.00
Class 1 - Who we are and what we do (contd)	**How the information can be obtained**	**Cost**
Staffing structure	**Hard copy** Contact school office	10p/ sheet
School session times and term dates	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/ sheet
Class 2 – What we spend and how we spend it (This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year)	**How the information can be obtained**	**Cost**
Annual budget plan and financial statements	**Hard copy** Contact school office	10p/ sheet
Capitalised funding	**Hard copy** Contact school office	10p/ sheet
Additional funding (Fundraising accounts)	**Hard copy** Contact school office	10p/ sheet
Procurement and projects	**Hard copy** Contact school office	10p/ sheet
Pay policy	**Hard copy** Contact school office	10p/ sheet

Staffing and grading structure	**Hard copy** Contact school office	10p/ sheet
Governors' allowances	**N/A**	
Class 3 – What our priorities are and how we are doing (This includes the school's strategies and plans, performance indicators, audits, inspections and reviews etc)	**How the information can be obtained**	**Cost**
School profile: • Government supplied performance data • The latest Ofsted report - Summary - Full report	**Hard copy** Contact school office **Website** www.ourladys.camden.sch.uk	10p/ sheet £2.00 Free
Performance management policy and procedures adopted by the governing body.	**Hard copy** Contact school office	10p/ sheet
Schools future plans (School Improvement Plan)	**Hard copy** Contact school office	£2.00
Every Child Matters (The school has a policy file which includes an overview of all policies and procedures relating to ECM and the curriculum etc)	**Hard copy** Contact school office	10p/ sheet
Class 4 – How we make decisions (This includes information on decision making processes and records of decisions for the current and previous three years)	**How the information can be obtained**	**Cost**
Admissions policy/decisions (not individual admission decisions)	**Hard copy** Contact school office	10p/ sheet
Agendas of meetings of the governing body and (if held) its sub-committees	**Hard copy** Contact school office	10p/ sheet

Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings	**Hard copy** Contact school office	10p/ sheet
Class 5 – Our policies and procedures (This includes the school's current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable) The school also runs visitor mornings each half term and will provide visitors with copies of policies on request	**How the information can be obtained**	**Cost**
School policies including: • Charging and Remissions Policy • Finance Procedures /FMSIS • Health and Safety and Emergency Plan • First Aid Procedures • Complaints Procedure • Staff Conduct Policy • Discipline and Grievance Policies • Staffing structure • Information request handling policy • Equal Opportunities and Racial Equality Policy • Staff Recruitment Policy • Staff Development and Performance Management Policy • Staff Probationary Guidelines • Personnel Policy • Smoking Policy • Staff Absence and Cover Policy • Lettings Agreement • School Travel Plan	**Hard copy** Contact school office **Website** www.ourladys.camden.sch.uk	10p/ sheet Free
Class 5 – Our policies and procedures (contd) (see above)	**How the information can be obtained**	**Cost**

Pupil and curriculum policies, including: • Home-school agreement and Home School Policy • Teaching and Learning Policy • Curriculum Policy and Statement • Assessment , Recording and Reporting Policy • Homework Policy • Language and Communication Policy • Foundation Stage Policy • English Policy • Acceptable Use of the Internet and ICT Policy • Numeracy Policy • Science Policy • PSHE and Citizenship Policy • Physical Education Policy • Religious Education Policy • Sex Education policy • Art and Design Policy • Music Policy • Special educational needs • School Access Plan and Disability Equality Scheme Policy • Collective worship/Assembly Policy • Secondary Transfer Policy • Pupil Behaviour and Anti-Bullying Policy • Food Policy • Display Policy	**Hard copy** Contact school office	10p/ sheet
Class 5 – Our policies and procedures (contd) (see above)	**How the information can be obtained**	**Cost**
Records management and personal data policies, including: • Data protection (including information sharing policies)	**Hard copy** Contact school office	10p/ sheet
Class 6 – Lists and Registers (This includes currently maintained lists and registers only)	**How the information can be obtained**	**Cost**

Curriculum circulars and statutory instruments	This information may only be available by inspection	N/A
FOI Disclosure logs	This information may only be available by inspection by approved agencies	N/A
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	This information may only be available by inspection by approved agencies	N/A
Class 7 – The services we offer (This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	**How the information can be obtained**	**Cost**
Extra-curricular activities	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/ sheet
Class 7 – The services we offer (contd) (see above)	**How the information can be obtained**	**Cost**
Out of school clubs	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/ sheet
School publications	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/

		sheet
Services for which the school is entitled to recover a fee, together with those fees	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free 10p/ sheet
Leaflets books and newsletters	**Website** www.ourladys.camden.sch.uk **Hard copy** Contact school office	Free
Additional Information	**How the information can be obtained**	**Cost**

SCHEDULE OF CHARGES

This describes the basis on which the above charges have been made and how they are calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Statutory Fee	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * (8p per sheet)
	Photocopying/printing @ 20p per sheet (colour)	Actual cost * (19p per sheet)
	Photocopying/printing a report (black & white) @ £2.00 per report	Cost of photocopying and administration
	Postage : 25p (standard small envelope) 40p (C5/A4 envelope)	Actual cost of Royal Mail standard 2nd class
Other		

* the actual cost incurred by St Patrick's