



## Freedom of Information

Reviewed by the Directors: October 2022

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### **School Mission Statement**

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **This is St Bede’s Inter-Church 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 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 six broad topic areas:

1. Class 1 - Who we are and what we do
2. Class 2 - What we spend and how we spend it
3. Class 3 - What our priorities are and how we are doing
4. Class 4 – How we make decisions
5. Class 5 – Our policies and procedures
6. Class 6 – Lists and Registers

#### 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@stbedes.cambs.sch.uk](mailto:office@stbedes.cambs.sch.uk)

Tel: 01223 568816

Fax: 01223 576482

Contact Address: St Bede’s Inter-Church School, Birdwood Road, Cambridge, CB1 3TD

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 or the school 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. 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.

	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Hard copy and/or website	Please refer to schedule of charges
Who’s who in the school	<b>Hard copy</b> Contact School	
Who’s who on the governing body and the basis of their appointment	<b>Hard copy</b> Contact School	
Instrument of Government	<b>Hard copy</b> Contact School	
Contact details for the Head teacher and for the governing body (named contacts where possible)	<b>Hard copy</b> Contact School	

with telephone number and email address (if used))		
School prospectus	<b>Hard copy</b> Contact School	
Annual Report – <b>this is not applicable to secondary schools</b>		
Staffing structure	<b>Hard copy</b> Contact School	
School session times and term dates	<b>Hard copy</b> Contact School	

<b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)	<b>COST</b>  Please refer to schedule of charges
Annual budget plan and financial statements	<b>Hard copy</b> Contact FINANCE DIRECTOR	
Capitalised funding	<b>Hard copy</b> Contact FINANCE DIRECTOR	
Additional funding	<b>Hard copy</b> Contact FINANCE DIRECTOR	
Procurement and projects	<b>Hard copy</b> Contact Resource Manager	
Pay policy	<b>Hard copy</b> Contact FINANCE DIRECTOR	
Staffing and grading structure	<b>Hard copy</b> Contact FINANCE DIRECTOR	
Directors' allowances <b>members of the governing body do not claim expenses</b>		

<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	<b>COST</b>  Please refer to schedule of charges
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<b>Hard copy</b> Contact School	
Performance management policy and procedures adopted by the governing body.	<b>Hard copy</b> Contact School	
Schools future plans	<b>Hard copy</b> Contact School	
Every Child Matters – policies and procedures	<b>Hard copy</b> Contact School	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	<b>COST</b> Please refer to schedule of charges
Admissions policy/decisions (not individual admission decisions)	<b>Hard copy and website</b> Contact School	
Agendas of meetings of the governing body and (if held) its sub-committees	<b>Hard copy</b> Contact School	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	<b>Hard copy</b> Contact School	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	<b>COST</b> Please refer to schedule of charges
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<b>Hard copy</b> Contact School	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<b>Hard copy</b> Contact School	
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 policies)</li> </ul>	<b>Hard copy</b> Contact Resource Manager	
Charging regimes and policies.  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.	<b>Hard copy</b> Contact Resource Manager	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	<b>COST</b> Please refer to schedule of charges
Curriculum circulars and statutory instruments	Inspection only	Free
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only	

<b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		
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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	<b>COST</b> Please refer to schedule of charges
Extra-curricular activities	<b>Hard copy</b> Contact School	
Out of school clubs	<b>Hard copy</b> Contact School	
School publications	<b>Hard copy</b> Contact School	
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> Contact School	
Leaflets books and newsletters	<b>Hard copy</b> Contact School	

<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
<b>Whole School Policies</b>	<b>Hard copy</b> Contact School	

#### Contact details:

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## 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
<b>Disbursement cost</b>	Photocopying/printing @ ..2p per sheet (black & white)	Actual cost *0.19
	Photocopying/printing per sheet (colour) <b>not available</b>	Actual cost
	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) <b>NONE</b>

\* the actual cost incurred by the public authority

## 6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Directors c/o St Bede's Inter Church School.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

or

Enquiry / Information Line: 01625 545 700  
E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).  
Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)