



Patterdale C of E Primary School

A loving family in a unique environment

FREEDOM OF INFORMATION PUBLICATION SCHEME

Sept 2025

Approved by¹	
Name:	Andrew Callaway
Position:	Chair of Governors
Signed:	
Date:	Sept 2025
Review date²:	Upon changes or KA updates

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Patterdale CofE 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
<p>Class 1 - Who we are and what we do</p> <p>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).</p>	(hard copy and/or website)	
Head teacher’s contact details.	Website	Nil
Who’s who in the school.	Website	Nil
Who’s who on the board of governors and selection criteria for appointment.	Website	Nil
Board of governors contact details.	Website	Nil
Instrument of Government	Website	Nil
School prospectus (if any).	Website	Nil
School session times and term dates	Website	Nil

Current information to be published	How you can obtain information	Cost
<p>Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	Hard Copy	Print, Copy, Postage
Annual budget and financial statements or the academy annual accounts.	Hard Copy	Print, Copy, Postage
Capital funding.	Hard Copy	Print, Copy, Postage
Financial audit reports.	Hard Copy	Print, Copy, Postage
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard Copy	Print, Copy, Postage
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard Copy	Print, Copy, Postage
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard Copy	Print, Copy, Postage
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard Copy	Print, Copy, Postage
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.	Hard Copy	Print, Copy, Postage
Details of any premiums we receive such as Pupil premium.	Website	Nil

Current information to be published	How you can obtain information	Cost
<p>Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<p>Hard copy Website</p>	<p>Print, Copy, Postage Nil</p>
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	<p>Website</p>	<p>Nil</p>
<p>Exam and assessment results.</p>	<p>Website</p>	<p>Nil</p>
<p>Performance tables</p>	<p>Website</p>	<p>Nil</p>
<p>Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.</p>	<p>Hard Copy</p>	<p>Print, Copy, Postage</p>
<p>Our school profile and performance data supplied to the Government (GIAS)</p>	<p>Website</p>	<p>Nil</p>
<p>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.</p>	<p>Hard Copy</p>	<p>Print, Copy, Postage</p>
<p>Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Hard copy Website</p>	<p>Print, Copy, Postage Nil</p>
<p>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.</p>	<p>Website</p>	<p>Nil</p>
<p>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.</p>	<p>Hard Copy</p>	<p>Print, Copy, Postage</p>

Current information to be published	How you can obtain information	Cost
<p>Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities 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>	<p>Hard copy Website</p>	<p>Print, Copy, Postage Nil</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Website</p>	<p>Nil</p>
<p>Safeguarding and child protection, including protecting children’s personal data.</p>	<p>Website</p>	<p>Nil</p>
<p>Equality and Diversity.</p>	<p>Website</p>	<p>Nil</p>
<p>Policies and procedures relating to recruitment and human resources.</p>	<p>Hard Copy</p>	<p>Print, Copy, Postage</p>
<p>Special educational needs and disability.</p>	<p>Website</p>	<p>Nil</p>
<p>Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.</p>	<p>Website</p>	<p>Nil</p>
<p>Pay Policy</p>	<p>Hard Copy</p>	<p>Print, Copy, Postage</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	<p>Hard Copy</p>	<p>Print, Copy, Postage</p>
<p>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).</p>	<p>Website</p>	<p>Nil</p>

Current information to be published	How you can obtain information	Cost
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	Print, Copy, Postage
Disclosure logs i.e., information provided in response to FOIA requests	Hard copy	Print, Copy, Postage
Asset register and Information Asset register	Hard copy	Print, Copy, Postage
Any information we are currently legally required to hold in publicly available registers	Hard copy	Print, Copy, Postage
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	(hard copy or website; some information may only be available by inspection)	
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
School publications, leaflets, books, and newsletters	Website	Nil
	Website	Nil
Additional Information Any information that is not itemised in the lists above		

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
Disbursement cost	Photocopying/printing @ 12p per sheet (black & white)	Actual cost
	Photocopying/printing @ 60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (