

St. Anselm's Catholic Primary School



Freedom of Information Policy Guide

A Guide to Information Available from St Anselm's Catholic Primary School Under the IOC Model Publication Scheme

Date of Approval:	19 th March 2024
Review frequency:	Bi-annual
Next review date:	Spring 2026
Reviewed by:	Mrs Laura White, Headteacher

This policy was presented to the FGB on 19th March 2024 and will be reviewed in Spring 2026, or sooner if required.

Mission Statement

St Anselm's is a community of faith, serving local families and providing a Catholic education.

We strive to work in partnership with parents and carers to:

- Inspire children to be ambassadors of Jesus through meaningful prayer, thoughtful reflection and exploration of the Gospel;
- Ignite a love for life-long learning by encouraging and challenging children through purposeful learning opportunities;
- Include and value everyone, recognise and celebrate uniqueness and promote self-appreciation;
- Empower children to be ambitious, confident and aspirational now and in their vision for the future;
- Provide an environment where positive wellbeing and mental health ensures everyone feels safe, happy and loved as children of God.

What a Publication Scheme is and its purpose

The Freedom of Information Act 2000 requires public authorities, including all maintained schools, to provide a clear guide on the information they will make public.

St. Anselm's Publication Scheme covers information already published and information which is to be published in the future. All information in our Publication Scheme is either available for you to print off from our website, or available in paper form at a charge.

This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner. Under the Data Protection Act, 1998, some information which we hold may not be made public. In addition to this, there may be confidential information or otherwise information which is exempt from the publication by law. We will, therefore, be unable to publish or provide such information.

Under the Act, schools may take up to 20 school days, or 60 working days if this is shorter, to respond to a request, counting the first working day after the request is received as the first day. Wherever practicable, the School will endeavour to respond to requests for information as promptly as possible.

Freedom of Information: Guide to information available from St Anselm's Catholic Primary School under the Information Commissioner's Office Model Publication Scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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	(hard copy, email and/or web site: www.st-anselms.kent.sch.uk)	
Who's who in the school	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Who's who on the governing body / board of governors and the basis of their appointment	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Instrument of Government / Articles of Association	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Staffing structure	Website www.st-anselm's.kent.sch.uk	
School session times and term dates	Website: www.st-anselm's.kent.sch.uk	
Address of school and contact details, including email address.	St Anselm's Catholic Primary School Littlebrook Manorway, Dartford, Kent. DA1 5EA Tel 01322 225173 Fax 01322 224937 Email: secretary@st-anselms.kent.sch.uk Web site: www.st-anselms.kent.sch.uk	

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) Current and previous financial year as a minimum	(hard copy and/or website www.st-anselms.kent.sch.uk)	
Annual budget plan and financial statements	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Capital funding	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Financial audit reports	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Pay policy	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact the Headteacher at the school to discuss request secretary@st-anselms.kent.sch.uk	

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy – contact the School Finance Officer, 01322 225173 email: finance@st-anselms.kent.sch.uk	
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	(hard copy or website: www.st-anselms.kent.sch.uk)	
School profile • Government supplied Performance data • The latest Ofsted report - Summary - Full report • Post inspection action plan	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Performance management policy and procedures adopted by the governing body.	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Performance data or a direct link to it	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact the Headteacher at the school to discuss request 01322 225173	
Safeguarding and child protection	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website www.st-anselms.kent.sch.uk)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: www.st-anselm's.kent.sch.uk for Admissions Policy or contact the secretary, 01322 225173 re Admission decisions	

Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Contact the Chair of Governors at the school via the School Office 01322 225173	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive.	Most school policies are published on our web site: www.st-anselms.kent.sch.uk Policies that are not on the website can be obtained upon request from the school office	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard copy/Email – contact the School Office, 01322 225173	
Charging regimes and policies	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars	Hard copy/Email – contact the School Office, 01322 225173	
Disclosure logs	Inspection only – contact the Headteacher to discuss your request – 01322 225173	
Asset register	Inspection only – contact the Headteacher to discuss your request – 01322 225173	
Any information the school is currently legally required to hold in publicly available registers	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	

Class 7 – The services we offer (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)	
Extra-curricular activities	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Out of school clubs	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – contact the School Office, 01322 225173	
School publications, leaflets, books and newsletters	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Website: www.st-anselms.kent.sch.uk Hard copy/Email – contact the School Office, 01322 225173	

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	B&W photocopying is £0.0024 per copy	Actual cost *
	Colour photocopying is £0.0245 per copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority