



Freedom of Information

Guide to information available from Blessed Edward Oldcorne Catholic College under the 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		
Who's who in the school	Hard copy	
Who's who on the governing body / board of governors and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
School prospectus (if any)	Website	



Freedom of Information

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Annual Report (if any)	Website	
Staffing structure	Website	
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	
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)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	Photocopying
Capital funding	Hard copy	Photocopying
Financial audit reports	Hard copy	Photocopying

Freedom of Information



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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Photocopying
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).	Hard copy	Photocopying
Pay policy	Website	
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.	Hard copy	Photocopying
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.	Hard copy	Photocopying
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Photocopying

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none">• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan	Website	
Performance management policy and procedures adopted by the governing body.	Website	

Freedom of Information



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Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	
Safeguarding and child protection	Website	
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) – where applicable	Website	
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).	Hard copy	Photocopying
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	
Records management and personal data policies, including:	Website	



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<ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 		
Charging regimes and policies.	Hard copy	Photocopying
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 and statutory instruments	Hard copy	Photocopying
Disclosure logs	Hard copy	Photocopying
Asset register	Hard copy	Photocopying
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Photocopying
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may	



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Current information only	only be available by inspection)	
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Photocopying
School publications, leaflets, books and newsletters	Website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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
Disbursement cost	Photocopying/printing @£0.01 per sheet (black & white)	Actual cost *
	Photocopying/printing @ £0.10 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)



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Other		
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* the actual cost incurred by the public authority