

St Boniface Federation



Freedom of Information Publication Scheme

St Saviour's Catholic Primary School, Totland

St Mary's Catholic Primary School, Ryde

St Thomas of Canterbury Catholic Primary school, Carisbrooke

The policies of the Governors of the St Boniface Federation are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God's love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.

Guide to information available from The St Boniface Federation Schools 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	Website	Free

Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Hard copy Outline of the curriculum is on the website	Free
Annual Report (if any)	n/a	
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
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)	
Annual budget plan and financial statements	Governing body papers	As outlined below
Capital funding	Governing body papers	As outlined below
Financial audit reports	Governing body papers	As outlined below

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
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Governing body papers	As outlined below

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).	Governing body papers; hard copy	As outlined below
Pay policy	Governing body papers	As outlined below
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. (travel, subsistence, accommodation)	Governing body papers	As outlined below
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 LA Work force census List of all staff with pay ranges/bands for SLT (FAM/Clerk)	As outlined below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governing body papers; hard copy Clerk/Bursar	As outlined below
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)	
School profile (if any) And in all cases: <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 / Estyn / Education and Training Inspectorate report - Summary 	n/a Web link on website to DfE data Web link on website to Ofsted report	Free
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

- Full report • Post-inspection action plan	SEF/SIF on request (Clerk)	
Performance management policy and procedures adopted by the governing body.	Governing body papers; hard copy (Clerk)	As outlined below
Performance data or a direct link to it	Website & Web link on website to DfE data	Free
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 & Governing Body Papers; hard copy (Clerk)	
Safeguarding and child protection	Website / Governing body papers; hard copy (Clerk)	As outlined below
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)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website / Governing body papers; hard copy (Clerk)	As outlined below
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).	Governing body papers; hard copy (Clerk)	As outlined below
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. These will include policies and procedures for handling information requests . In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998. Policy for recruitment of staff .	(hard copy or website) Governing body papers; hard copy (Clerk)	As outlined below
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies 	Governing body papers; hard copy (Clerk)	As outlined below

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
• Data protection (including information sharing policies)		
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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Governing body papers; hard copy (Clerk)	As outlined below
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	Website	Free
Disclosure logs	Hard copy (Clerk)(with policy file)	As outlined below
Asset register	Hard copy (via site managers)	As outlined below
Any information the school is currently legally required to hold in publicly available registers	Hard copy (Office/FAM)	As outlined below
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	n/a	
Out of school clubs	Hard copy (school office)	As outlined below
Services for which the school is entitled to recover a fee, together with those fees	Hard copy (school office)	As outlined below

School publications, leaflets, books and newsletters	Website: Newsletter, parent information	Free
Additional Information This will provide schools with the opportunity to publish information		
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
that is not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost 0.004p*
	Photocopying/printing @ 20p per sheet (colour)	Actual cost 0.03
	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

Any documents viewed or saved from the website are free of charge.