



**St James's C of E  
Primary School**

**Let Your Light Shine**

## **Freedom of Information Model Publication Scheme**

**Ratified on: 4<sup>th</sup> July 2024**

**Ratified by: Lee Salton-McLaughlin**

**Review date: July 2025**

**Written by: Dudley MBC**

# Freedom of Information Act Model Publication Scheme

Information Governance (IG) Services.

# YourIG

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## Freedom of Information Act Model Publication Scheme

### Rationale

The model publication scheme has been prepared and approved by the Information Commissioners Office. [St James's CE Primary School](#) can adopt the Model Publication Scheme without modification and without further approval and will be valid until further notice.

This publication scheme commits [St James's CE Primary School](#) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by [St James's CE Primary School](#). Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

### What does the Model Publication Scheme commit the school to?

The scheme commits [St James's CE Primary School](#):

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by [St James's CE Primary School](#) and falls within the classifications below.
- To specify the information which is held by [St James's CE Primary School](#) and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information [St James's CE Primary School](#) makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by [St James's CE Primary School](#) that has been requested, and any updated versions it holds, unless [St James's CE Primary School](#)

is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and [St James's CE Primary School](#) is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

## Classes of Information

Description	Content
<b>Who we are and what we do</b>	Organisational information, locations and contacts, constitutional and legal governance
<b>What we spend and how we spend it</b>	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
<b>What our priorities are and how we are doing</b>	Strategy and performance information, plans, assessments, inspections and reviews
<b>How we make decisions</b>	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
<b>Our policies and procedures</b>	Current written protocols for delivering our functions and responsibilities
<b>Lists and registers</b>	Information held in registers required by law and other lists and registers relating to the functions of the authority
<b>The services we offer</b>	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be available

[St James's CE Primary School](#) will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of [St James's CE Primary School](#), information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, [St James's CE Primary School](#) will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where [St James's CE Primary School](#) is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the [St James's CE Primary School](#) for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by [St James's CE Primary School](#), justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Version Control

This policy will be evaluated on a regular basis. It was reviewed on [4th July 2024](#) and will be reviewed in [July 2024](#).

## Further information

For further information, please contact [YourIG Data Protection Officer Service](#) use for DPO:

[YourIG Data Protection Officer Service](#)  
[Dudley MBC, The Council House, Dudley, DY1 1HF](#)

Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk) tel: 01384 815607

## Additional guidance

This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)

## Appendix 1 Model Publication Scheme Template



Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) to meet their publication scheme obligations. Please refer to the document "[How to complete the Guide to Information for Schools](#)".

## Guide to information available from St James's C.E. Primary School under the model publication scheme

Information to be published. This includes datasets where applicable	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 / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Who's who in the school</b>	<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	n/a
<b>Governing Body</b> Who's who on the governing body and the basis of their appointment.	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Instrument of Government / Articles of Association</b>	Hard copy	5p per page
<b>Gender Pay</b>	Hard copy	5p per page
<b>Contact details for the Headteacher</b> Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)).	Hard copy	5p per page
<b>School curriculum/prospectus</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	£1.50 + 5p per page
<b>Annual Report</b>	N/A	
<b>Staffing structure</b>	<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	n/a
<b>School session times and term dates</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Location and Contact Information</b> Address of school and contact details, including email address.	<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	n/a

<p><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.</p>	<p>Hard copy /<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p><b>Annual budget plan and financial statements</b> (Provide details of the sources of funding and income the school received by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school’s annual income and expenditure returns).</p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>Capital funding</b> (Provide information on major plans for capital expenditure, details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts).</p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>Additional funding</b></p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>Financial audit reports</b></p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>Expenditures</b> Details of expenditure items over £5000 – published at least annually, but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>Procurement and contracts</b> Provide details of procedures used for the acquisition of goods and services and details of contracts that</p>	<p>Hard copy</p>	<p>5p per page</p>

have gone through a formal tendering process.		
<b>Pay policy</b>	Hard copy	5p per page
<b>Staff allowances and expenses</b> Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with school policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.	Hard copy	5p per page
<b>Staffing, pay and grading structure</b> School can provide this as part of its organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	Hard copy	5p per page
<b>Governors' allowances</b> Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	
<b>Premiums or other forms of financial support available</b> Provide details of any pupil premium funding you receive and how you spend it.	<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	n/a
<b>TU facility time reporting</b> Read the government guidance on reporting <a href="http://www.st-james.dudley.sch.uk/">trade union facility time</a> to find out what information you need to publish. You need to publish this information once a year.	<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	n/a

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews). Current information at a minimum.</p>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p>As a minimum, information in this class to be current information only.</p> <p>Include details of any other reports or recorded information showing your planned or actual performance.</p> <p>If the information is readily and publicly available via an external website, you can provide a direct link to that.</p> <ul style="list-style-type: none"> <li>▪ Performance data supplied to the government</li> <li>▪ Latest Ofsted report</li> </ul> <p>Performance management information performance management policy and procedures adopted by your governing body.</p>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p><b>Performance tables</b> Include a link to the school's performance tables page.</p>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p><b>Data Protection Impact Assessments</b> (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant.</p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>Exam and assessment results</b></p>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p><b>Future Plans</b> The school's future plans; for example, proposals for</p>	<p>Hard copy</p>	<p>5p per page</p>

and any consultation on the future of the school, such as a change in status.		
<b>Every Child Matters – Policies and Procedures</b>	Hard copy	5p per page

<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 / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Admissions policy/decisions</b> Provide details about school admission arrangements and procedures, together with information about the right of appeal. The school doesn't have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If not the school's own admissions authority, provide an appropriate link to the local authority.	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Agendas of meetings of the governing body and its committees</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Minutes of meetings of the governing body and its committees</b> Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page

<b>Class 5 – Our policies and procedures</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
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<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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. These will include policies and procedures for handling information requests.</p>		
<p><b>School policies including:</b></p> <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>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p><b>Pupil and curriculum policies including:</b></p> <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>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>

<p><b>Records management, personal data and access to information policies including:</b></p> <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>	Hard copy	5p per page
<p><b>Equality and diversity</b> Include policies, schemes, statements, procedures and guidelines relating to the school's commitment to the promotion and advancement of equal opportunities, including details of the school's compliance with the public sector equality duty.</p>	Hard copy	5p per page
<p><b>Safeguarding and child protection</b> The policies and procedures the school has put in place to ensure that it exercises its functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.</p>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<p><b>Pay policy</b> The statement of the pay policy and procedures regarding teachers' pay.</p>	Hard copy	5p per page
<p><b>Health and safety</b></p>	Hard copy	5p per page
<p><b>Policies and procedures for human resources and the recruitment of staff</b> Make details of current vacancies readily available, if they are advertised as part of recruitment policies.</p>	Hard copy	5p per page
<p><b>Careers programme information</b></p>	Hard copy	5p per page
<p><b>Complaints procedures, including for dealing with parental complaints</b></p>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page

<p><b>Charging regimes and policies</b> Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs the school are recovering, the basis on which the school make them, and how they are calculated. If the school charges a fee for licensing the re-use of datasets, state in the school guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. The school cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.</p>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
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<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a></p>	<p>5p per page</p>
<p><b>Curriculum circulars and statutory instruments</b> Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.</p>	<p>Hard copy</p>	<p>5p per page</p>
<p><b>CCTV</b> Details of the locations of any overt CCTV surveillance cameras operated by the school or on its behalf. The school should decide on the level of detail which is</p>	<p>N/A</p>	



appropriate. This could be by building or more general geographic locations, e.g. postcodes or partial postcodes, depending on the security issues raised.		
<b>Disclosure logs</b> If the school produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.	Hard copy	5p per page
<b>Asset register</b> Make available some information from capital asset registers, if the school hold such registers.	Hard copy	5p per page
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> ).	Hard copy	5p per page

<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 / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Extra-curricular activities</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Out of school clubs</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	On application	
<b>School publications</b>	Hard copy / <a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	5p per page

	<a href="http://james.dudley.sch.uk/">james.dudley.sch.uk/</a>	
<b>Leaflets, books and newsletters</b>	<a href="http://www.st-james.dudley.sch.uk/">www.st-james.dudley.sch.uk/</a>	n/a
<b>Additional Information:</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above.		
<b>Contact details:</b> Headteacher - Natalie Sefton School office: 01384 818810 Email Address: <a href="mailto:info@st-james.dudley.sch.uk">info@st-james.dudley.sch.uk</a>		

## 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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	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>Other</b>		

\* The actual cost incurred by the public authority