



Our Lady of Lourdes Catholic Primary School

Freedom of Information Publication Scheme

Date July 2026



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Publication Scheme

Our Lady of Lourdes RC Primary School (“the School”) has adopted the Model Publication Scheme

Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

The current version of the scheme is available here – this link will be checked on policy review :

<https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>

Information available from the school under the model 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.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts		
Contact details for the School, postal and email address	Website	
Head teacher's contact details	Website	
Who's who in the school	Website	
Who's who on the governing body and selection criteria for appointment Governing body's contact details	Website	
Instrument of Government	Website	
School prospectus	Not held	
School session times and term dates	Website	

Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum		
Annual budget and financial statements	Hard Copy	
Capital funding	Hard Copy	
Financial Audits reports	Hard Copy	
Details of expenditure items over £2000 (published at least annually)	Hard Copy	
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	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy	
Procurement and contracts we have entered into	Hard Copy	
Details of any premiums we receive such as Pupil premium.	Website/Hard Copy	

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		
Annual Report	Not held	
Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan	Website	
Exam and assessment results	Website	
Performance tables	Website	
Careers programme information	Not held	
The school's future plans. Eg. proposals for and any consultation on the future of our school, such as a change in status.	Not held	
School profile and performance data supplied to the Government (or a direct link to the data)	Website	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	

Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy	Website	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy	

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website	
Safeguarding and child protection, including protecting children's personal data	Website	
Equality and Diversity	Website	
Policies and procedures relating to recruitment and human resources	Hard copy	
Special educational needs	Website	
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website	
Pay Policy	Hard Copy	
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website	
Charging regimes and policies	Website	

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Website	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Website	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy	
Asset register and Information Asset register	Hard copy	
Any information we are currently legally required to hold in publicly available registers	Hard copy	

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which we are entitled to recover a fee, together with those fees	Website	
Requests for paper copies of information	Website	
Our publications, leaflets, books and newsletters	Website	
Additional Information Any information that is not itemised in the lists above		
RE Inspection Report (Section 48)	Website	

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 @ 0.01p per sheet (black & white)	Actual cost *
	Photocopying @ 0.04p per sheet (colour)	Actual cost
	Postage	Actual cost of postage + suitable envelope or packaging
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)