Holy Rood Catholic Primary School
FOI Publication Scheme

Charges

In most cases, information may be downloaded from the School website or other publicly accessible website free of charge.

Should an enquirer require a hard copy or in the case of the information not being obtainable through the School website, the school reserves the right to charge for actual disbursements incurred such as :

Photocopying - **10p per sheet of A4**

postage and packaging - **at the actual cost to school**

any other costs directley incurred as a result of the information request - **actual cost to school**

1. Who we are and what we do	
Information to be published	How the information can be obtained
Location and contact information of the school	School Website
School prospectus	School Website
Governing Body details	School Website
Contact details for Headteacher	School Website
School staff	School Website
Admission Arrangements	School Website
School times and term dates	School Website
Register of Governors' business interests	Hard Copy for viewing only

2. What we spend and how we spend it	
Information to be published	How the information can be obtained
Funding allocation	DfE website
Annual budget plan and financial statements	Hard Copy
How the school uses pupil premium funding	School Website
Spend against CfR benchmark headings	DfE website
Details of capital funding allocated to school	Hard Copy
Information on building projects and other capital	Hard Copy
Details of tendering contracts	Hard Copy
Policy on payment to governors	Hard Copy
Staff pay policy	Hard Copy
Charging and remission policy	School Website

3 What our priorities are and how we are doing.	
Information to be published	**How the information can be obtained**
The school improvement plan	Hard Copy
The last Ofsted report on school	Ofsted website
Staff performance management policy	Hard Copy

4. How we make decisions	
Information to be published	**How the information can be obtained**
Scheme of delegated authority	Hard Copy
Governing body minutes	Hard Copy
Admissions policy	LA Website
Exclusions policy	Hard Copy
SEN policy	School Website
Complaints Procedure	School Website
Arrangements for appealig decisions related to admissions	LA Website
Arrangements for appealig decisions related to exclusions	LA Website

5. Our policies and procedures	
Information to be published	**How the information can be obtained**
Records Management and personal data	
Data protection policy	School website
E-Safety policy	School website
Records Management	Hard Copy
Equality & diversity	
Safer recruitment and selection policy	Hard Copy
Vacancy information	LA Website
Staff policies	
Capability procedure	Hard Copy
Disability Leave policy	Hard Copy
Fraud Policy	Hard Copy
Health & Safety Policy	Hard Copy
Job share and part time work policy	Hard Copy
Special Leave Policy	Hard Copy
Maternity/Paternity Leave policy	Hard Copy
NQT policy	Hard Copy
Staff code of conduct policy	Hard Copy
Staff disciplinary procedure	Hard Copy
Staff grievance procedure	Hard Copy
Staff absence management policy	Hard Copy

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Volunteers Policy	Hard Copy
Whistle blowing policy	LA website / Hard copy

6. Our policies and procedures	
Information to be published	**How the information can be**
Student and curriculum policies	
Anti-bullying policy	School Website
Assessment, Reportin and Recording policy	Hard Copy
Attendance policy	School Website
Behaviour policy	Hard Copy
Curriculum statement	School Website
PSHE	Hard Copy
LAC policy	Hard Copy
Medical needs support policy	Hard Copy
RE and Collective Worship Policy	Hard Copy
Jewellery policy	Hard Copy
Educational visits policy	Hard Copy

7. Services we offer	
Information to be published	**How the information can be**
Extra-curricular activities	Hard Copy
Out of school clubs	School Website

8. Lists and registers	
Information to be published	**How the information can be**
Asset Register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers	School Website

9. Other Information	
Information to be published	**How the information can be**
Newsletters	School Website
Letters to parents	School Website
Events Diary	School Website