

St Francis Xavier Catholic Primary School

Publication Scheme

January 2024

Description	Location of Information
<p>Who we are/what we do Organisational information, structures, locations and contacts</p> <p><i>Information in this class will be current information only</i></p>	
<p>Instrument of government or articles of association</p> <p>School prospectus and curriculum</p> <p><i>Contents of the school prospectus (if any)</i> <i>An outline of the school curriculum</i></p>	<p>School Website</p>
<p>Governing body</p> <p><i>Make available the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school.</i></p>	<p>School Website</p>
<p>Information about duties of the governors</p> <p><i>Publish information on your governing body in accordance with the relevant statutory guidance - Constitution of governing bodies of maintained schools - GOV.UK (www.gov.uk)</i></p>	<p>School Website</p>
<p>School session times and term dates</p> <p><i>Provide details of school session times and dates of school terms and holidays</i></p>	<p>School Website</p>
<p>Location and contact information</p>	<p>School Website</p>

<p><i>Provide the address, telephone number, email and website address for the school, together with the names of key personnel. Also, provide the names and positions of all staff and how they may be contacted via the school.</i></p>	
<p>What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit <i>Make available the financial information for the current and previous two financial years</i></p>	
<p>Annual budget plan and financial statements</p> <p><i>Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and your annual income and expenditure returns.</i></p>	<p>Admin office with the School Business Manager/ Office Manager</p>
<p>Expenditures</p> <p><i>Provide details of items of expenditure over £5000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or six-monthly interval.</i></p>	<p>Admin office with the School Business Manager/ Office Manager</p>
<p>Capital funding</p> <p><i>Provide information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.</i></p>	<p>Admin office with the School Business Manager/ Office Manager</p>

Financial audit reports	Admin office with the School Business Manager/ Office Manager
<p>Procurement and contracts</p> <p><i>Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.</i></p>	Admin office with the School Business Manager/ Office Manager
<p>Staff allowances and expenses</p> <p><i>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 your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.</i></p>	HR Portal, available via the School Business Manager/ Office Manager
<p>Staff pay and grading structures</p> <p><i>You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5000. For all other posts, identify levels of pay by salary range.</i></p>	Admin office with the School Business Manager/ Office Manager
<p>Governors' allowances</p> <p><i>Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</i></p>	Available via the governance professional
Premiums or other forms of financial support available	Admin office with the School Business Manager/ Office Manager

<p><i>Provide details of any pupil premium funding you receive and how you spend it.</i></p>	
<p>TU facility time reporting</p> <p><i>You must report and publish facility time information if you're a public sector employer and had more than 49 full time equivalent employees during any seven months of the relevant period. You need to publish this information once a year.</i></p>	<p>N/A</p>
<p>What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews <i>As a minimum, information in this class to be current information only. Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.</i></p>	
<p>Performance data supplied to the government</p>	<p>School Website</p>
<p>Latest Ofsted report</p>	<p>School Website</p>
<p>Performance management information</p> <p><i>Performance management policy and procedures adopted by your governing body.</i></p>	<p>Available via the Executive Assistant</p>
<p>Future plans</p> <p><i>Any major proposals on future plans involving, for example a consultation on a change in school status.</i></p>	<p>N/A</p>
<p>Exam and assessment results</p>	<p>School Website</p>

<p>Performance tables</p> <p><i>Include a link to your performance tables page.</i></p>	<p>School Website</p>
<p>Data protection impact assessments (in full or in summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant.</p>	<p>Available via the DPO</p>
<p style="text-align: center;">How we make decisions</p> <p style="text-align: center;">Decision-making processes and records of decisions</p> <p style="text-align: center;"><i>Make information in this section available for at least the current and previous three years.</i></p>	
<p>Admissions policy and decisions</p> <p><i>Provide details about your admission arrangements and procedures, together with information about the right of appeal. You don't have to public individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.</i></p>	<p>School admissions - City of Doncaster Council</p> <p>School Website</p>
<p>Minutes of meetings of the governing body and its committees</p> <p><i>Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.</i></p>	<p>Available via the governance professional</p>

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information in this section to be current only

<p>School policies and other documents</p> <p><i>Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Include the required policies recommended by the Department for Education. Also include policies and procedures for handling requests for information and operating the publication scheme</i></p>	<p>School Website and policy file in the school</p>
<p>Records management, personal data and access to information policies</p> <p><i>Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies.</i></p>	<p>School Website and policy file in the school</p>
<p>Equality and diversity</p> <p><i>Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.</i></p>	<p>School Website</p>
<p>Safeguarding and child protection</p>	<p>School Website</p>

<p><i>The policies and procedures you put in place to ensure that you exercise your 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.</i></p>	
<p>Pay policy</p> <p><i>The statement of the pay policy and procedures regarding teachers' pay.</i></p>	<p>Available in the policy file in school</p>
<p>Health and safety</p>	<p>School Website</p>
<p>Policies and procedures for human resources and the recruitment of staff</p> <p><i>Make details of current vacancies readily available, if they are advertised as part of recruitment policies.</i></p>	<p>School Website</p>
<p>Careers programme information</p>	<p>N/A</p>
<p>Complaints procedures, including for dealing with parental complaints.</p>	<p>School Website</p>
<p>Charging regimes and policies</p> <p><i>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 you are recovering, the basis on which you make them, and how they are calculated.</i></p>	<p>School Website</p>

<p><i>If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence.</i></p>	
<p>Lists and Registers Information to be in currently maintained lists and registers only</p>	
<p>Curriculum circulars and statutory instruments</p> <p><i>Statutory instruments (e.g. regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.</i></p>	<p>Head of School</p>
<p>CCTV</p> <p><i>Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. You should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, e.g. postcodes or partial postcodes, depending on the security issues raised.</i></p>	<p>CCTV policy</p>
<p>Disclosure Logs</p> <p><i>If you produce a disclosure log indicating the information provided in response to Freedom of Information and Environmental Information Requests, make it readily available. Disclosure logs are recommended as good practice.</i></p>	<p>Available via the DPO</p>

Asset Register <i>Make available some information from capital asset registers, if you hold such registers.</i>	Available via the School Business Manager/ Office Manager
Any information you are currently legally required to hold in publicly available registers.	N/A
<p>Services Provided by the School Information about the services the school provides including leaflets, guidance and newsletters <i>Generally, this is an extension of part of the first class of information and may also relate to information covered in other areas. Examples of services you could include here are:</i></p>	
Extra curricular activities	Via the admin team
Out of school clubs	Via the admin team
School publications	School Website
Services for which the school is entitled to recover a fee, together with those fees	N/A
Leaflets, booklets and newsletters	School Website