

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

Information to be published. This includes datasets where applicable	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website https://www.stbenedicts.cheshire.sch.uk/
Who's who in the school	Website https://www.stbenedicts.cheshire.sch.uk/page/staff/126865
Who's who on the governing body / board of governors and the basis of their appointment	Website https://www.stbenedicts.cheshire.sch.uk/page/governors/126866
Instrument of Government / Articles of Association	https://www.stbenedicts.cheshire.sch.uk/page/governors/126866
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website https://www.stbenedicts.cheshire.sch.uk/

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

https://www.stbenedicts.cheshire.sch.uk/	https://www.stbenedicts.cheshire.sch.uk/
Annual Report (if any)	not held
Staffing structure	Website https://www.stbenedicts.cheshire.sch.uk/page/staff/126865 Copy from school office
School session times and term dates	Website https://www.stbenedicts.cheshire.sch.uk/page/school-term-dates/126895
Address of school and contact details, including email address.	Website Contact us section: https://www.stbenedicts.cheshire.sch.uk/
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	contact the school office admin@stbenedicts.cheshire.sch.uk

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

Annual budget plan and financial statements	Contact the school office admin@stbenedicts.cheshire.sch.uk
Capital funding	Contact the school office admin@stbenedicts.cheshire.sch.uk
Financial audit reports	Contact the school office admin@stbenedicts.cheshire.sch.uk
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the school office admin@stbenedicts.cheshire.sch.uk
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).	Contact the school office admin@stbenedicts.cheshire.sch.uk
Pay policy	Website https://www.stbenedicts.cheshire.sch.uk/
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	Contact the school office admin@stbenedicts.cheshire.sch.uk

Freedom of Information

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annum) by reference to categories.	
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.	Contact the school office admin@stbenedicts.cheshire.sch.uk
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Contact the school office admin@stbenedicts.cheshire.sch.uk
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	Contact the school office admin@stbenedicts.cheshire.sch.uk
School profile (if any)	Website https://www.stbenedicts.cheshire.sch.uk/

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

And in all cases: • 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 - Full report • Post-inspection action plan	https://www.stbenedicts.cheshire.sch.uk/page/performance-data/126930 https://www.stbenedicts.cheshire.sch.uk/page/inspection-reports/126927
Performance management policy and procedures adopted by the governing body.	Website https://www.stbenedicts.cheshire.sch.uk/page/school-policies/126924
Performance data or a direct link to it	Website https://www.stbenedicts.cheshire.sch.uk/page/performance-data/126930
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Not held

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

Safeguarding and child protection	Website https://www.stbenedicts.cheshire.sch.uk/page/safeguarding/126813 https://www.stbenedicts.cheshire.sch.uk/page/school-policies/126924
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Not held
Admissions policy/decisions (not individual admission decisions) – where applicable	Website https://www.stbenedicts.cheshire.sch.uk/page/admissions-arrangements/126928
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).	Contact the school office admin@stbenedicts.cheshire.sch.uk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our	Website https://www.stbenedicts.cheshire.sch.uk/

Template guide to information for schools

Version 3

20130830

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

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.	https://www.stbenedicts.cheshire.sch.uk/page/school-policies/126924
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Contact the school office admin@stbenedicts.cheshire.sch.uk
Charging regimes and policies. This should include details of any statutory charging regimes.	Website https://www.stbenedicts.cheshire.sch.uk/

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

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").	
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Contact the school office admin@stbenedicts.cheshire.sch.uk
Curriculum circulars and statutory instruments	Website https://www.stbenedicts.cheshire.sch.uk/
Disclosure logs	Not to be shared unless with Social services
Asset register	Contact the school office admin@stbenedicts.cheshire.sch.uk
Any information the school is currently legally required to hold in	Contact the school office

Freedom of Information

Guide to information available from Christ the King Catholic & C of E Primary Academy under the model publication scheme

publicly available registers	admin@stbenedicts.cheshire.sch.uk
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	Website https://www.stbenedicts.cheshire.sch.uk/
Extra-curricular activities	Website https://www.stbenedicts.cheshire.sch.uk/
Out of school clubs	Website https://www.stbenedicts.cheshire.sch.uk/
Services for which the school is entitled to recover a fee, together with those fees	Website https://www.stbenedicts.cheshire.sch.uk/
School publications, leaflets, books and newsletters	Website https://www.stbenedicts.cheshire.sch.uk/ or contact the school office admin@stbenedicts.cheshire.sch.uk

Freedom of Information

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Additional Information

This will provide schools with the opportunity to publish information that is not itemised in the lists above

If the information you require is not listed above please contact the school office
admin@stbenedicts.cheshire.sch.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Should anyone request paper copies of any of the above, they will be charged at the following rates:

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 4p per sheet (black & white)	Actual cost * 4p
	Photocopying/printing @ 22p per sheet (colour)	Actual cost* 22p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the school