

Freedom of Information- Information available

Cardinal Newman Catholic High School



Approved by: Ms J Langstaff

Date: 24th June 2020

Last reviewed on: September 2022

Next review due by: September 2024

Freedom of Information June 2020

Guide to information available from Cardinal Newman Catholic High School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do - organisational information, locations and contacts, constitutional and legal governance		
Name, category, address and contact details of the school	Website	See final page for costs
Names of key school personnel	Hardcopy on request	
Names, dates of appointment, school contact details and constitution of the governing body	Website	
School prospectus and curriculum	Hardcopy on request Website	
School session times and dates of school terms and holidays	Website	

Information to be published	How the information can be obtained	Cost
What we spend and how we spend it – Financial information about projected and actual income and expenditure, procurement, contract and financial audit. (current and previous 2 financial years is the minimum)		
Annual budget plan and financial statements	Hardcopy on request	See final page for costs
Capital funding allocated to, or by the school	Hardcopy on request	
Financial audit reports	Hardcopy on request	
Procurement and contracts	Hardcopy on request	
Pay policy regarding teachers' pay	Hardcopy on request	
Staff allowances and expenses	Hardcopy on request	
Staff pay and grading structure	Hardcopy on request	

Information to be published	How the information can be obtained	Cost
What our priorities are and how we are doing – strategies and plans, performance indicators, audits, inspections and reviews. (minimum current info)		
Performance data supplied by the government	Website	See final page for costs
Latest Ofsted report	Website	
Performance management policy and procedures	Website	
The School's future plans	Hardcopy	
Safeguarding and child protection policies and procedures	Website	

Information to be published	How the information can be obtained	Cost
How we make decisions – decision making process and records of decisions. (current plus previous 3 yrs)		
Admissions policy/decisions/rights of appeal(not individual decisions)	Website Hardcopy on request	See final page for costs
Minutes of meetings of the governing body and its committees (excluding information that is considered to be private)	Hardcopy on request	

Information to be published	How the information can be obtained	Cost
Our policies and procedures – current written protocols, policies and procedures for delivering our services and responsibilities-not covered elsewhere		
School policies (as listed as required on the DfE website /by statute)	Website Website Website Website Website Website Website Website Hardcopy on request Hardcopy on request	See final page for costs
Accessibility policy		
Behaviour policy & principals written statement		
Careers guidance-provider access		
Child protection policy		
Children with health needs who cannot attend school		
Complaints procedures		
Designated teacher for looked after children & previously looked after children		
Exam policy		
Exam contingency plan		
Exam non-examination assessment		

Freedom of information publication scheme First Aid policy Health and Safety Policy Newly Qualified Teachers Premises Management documents Provider Access Policy Sex and relationship education Special Educational Needs and Disability policy Statement of procedures for dealing with allegations of abuse against staff Supporting Pupils with medical conditions	Hardcopy on request Website Hardcopy on request Website Website Hardcopy on request Website Website Website Website Website	
Records management and personal data policies: <ul style="list-style-type: none"> Information security policies Records retention policy Data protection (including data sharing) policy 	Website	
Equality and diversity	Website	
Policies and procedures for the recruitment of staff, including details of current vacancies	Hardcopy on request	
Charging regimes and policies	Website	

Information to be published	How the information can be obtained	Cost
Lists and registers (current only)		
Curriculum circulars and statutory instruments	Hardcopy on request	See final page for costs
Disclosure logs	Hardcopy on request	
Asset register	Hardcopy on request	

Information to be published	How the information can be obtained	Cost
The services we offer – including leaflets, guidance and newsletters		
Extra - curricular activities	Website	See final page for costs
Out of school clubs	Hardcopy on request	
School publication	Website	

Services for which the school is entitled to recover a fee	Website	
Leaflets, booklets and newsletters	Website Hardcopy on request	

Schedule of charges

This describes how the charges have been arrived at. Charges will be advised at the time of request and payment is required prior to provision of the information

Single copies of information covered by this publication will be provided free if marked 'hard copy' and postal charges at the time will apply. Items marked 'web' are available free of charge and should be downloaded by any interested party.

Type of charge	Description	Bases of charge
Disbursement cost	Photocopying/printing (back and white) at 10p per sheet including small admin fee	Actual cost incurred by the school
	Postage 2 nd class based on weight	Actual cost of Royal Mail service

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.

Contact details- Ms J Langstaff, Headteacher enquiries @ cardinal-newman.co.uk