



ROCKCLIFFE CE SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2024/2025

Approved by¹	
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Review date²:	March 2025

¹The Governing Body are free to determine how to implement.

²The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Rockcliffe CE Primary School under the model publication scheme

We referred to the Information Commissioner’s Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/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. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).</p>	<p>Main School Office – 01228 674631 Website: www.rockcliffe.cumbria.sch.uk</p>	
<p>Head teacher’s contact details.</p>	<p>Main School Office – 01228 674631 Website: www.rockcliffe.cumbria.sch.uk</p>	
<p>Who’s who in the school.</p>	<p>Main School Office – 01228 674631 Website: www.rockcliffe.cumbria.sch.uk</p>	
<p>Who’s who on the governing body/board of governors and selection criteria for appointment.</p>	<p>Main School Office – 01228 674631 Website: www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Governing body’s or board of governors’/trustees’ contact details.</p>	<p>Main School Office – 01228 674631 Website: www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Instrument of Government/Articles of Association.</p>	<p>Clerk to Governors admin@rockcliffe.cumbria.sch.uk</p>	

Current information to be published	How you can obtain information	Cost
School prospectus	N/A	
School session times and term dates	Website: www.rockcliffe.cumbria.sch.uk	
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.</p>	<p>Headteacher</p> <p>Financial benchmarking- link on school website</p>	
Annual budget and financial statements or the academy annual accounts.	Via Cumberland Council	
Capital funding.	Via Cumberland Council	
Financial audit reports.	Via Cumberland Council	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Headteacher Finance sub committee	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Headteacher	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Headteacher	
Governor/trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Headteacher	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Headteacher	
Details of any premiums we receive such as Pupil premium.	Headteacher Website: www.rockcliffe.cumbria.sch.uk	

Current information to be published	How you can obtain information	Cost
<p>Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<p>Headteacher School improvement plan</p>	
<p>Annual Report.</p>	<p>Headteacher</p>	
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	<p>Headteacher www.rockcliffe.cumbria.sch.uk</p>	
<p>Exam and assessment results.</p>	<p>Department for Education</p>	
<p>Performance tables</p>	<p>Department for Education</p>	
<p>Careers programme information</p>	<p>Department for Education</p>	
<p>Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.</p>	<p>Headteacher Chair of Governors</p>	
<p>Our school profile and performance data supplied to the Government (GIAS)</p>	<p>Clerk to the Governors Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.</p>	<p>Headteacher</p>	
<p>Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Chair of Governors Headteacher</p>	

Current information to be published	How you can obtain information	Cost
Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	School Admission at Cumberland Council Headteacher	
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Clerk to the Governors admin@rockcliffe.cumbria.sch.uk	
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>	<p>www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk School office</p>	
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	<p>www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk School office</p>	
Safeguarding and child protection, including protecting children’s personal data.	<p>www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk School office</p>	
Equality and Diversity.	<p>www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk School office</p>	
Policies and procedures relating to recruitment and human resources.	<p>Cumberland Council Headteacher www.rockcliffe.cumbria.sch.uk</p>	
Special educational needs and disability.	<p>Cumberland Council SENDCO Headteacher</p>	

Current information to be published	How you can obtain information	Cost
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk Chair of Governors: cog@rockcliffe.cumbria.sch.uk	
Pay Policy	Cumberland Council	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	Headteacher www.rockcliffe.cumbria.sch.uk	
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Headteacher www.rockcliffe.cumbria.sch.uk	
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Headteacher	
Curriculum circulars and statutory instruments	Headteacher	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Headteacher	
Disclosure logs i.e., information provided in response to FOIA requests	Headteacher	
Asset register and Information Asset register	Headteacher	
Any information we are currently legally required to hold in publicly available registers	Headteacher	

Current information to be published	How you can obtain information	Cost
<p>Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p>	<p>Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Extra-curricular activities</p>	<p>Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Out of school clubs</p>	<p>Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>School publications, leaflets, books, and newsletters</p>	<p>Headteacher www.rockcliffe.cumbria.sch.uk admin@rockcliffe.cumbria.sch.uk</p>	
<p>Additional Information Any information that is not itemised in the lists above</p>		

Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 37p per sheet (black & white)	Actual cost
	Photocopying/printing @ 47p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		