

SAINT PIUS X CATHOLIC HIGH SCHOOL

FREEDOM OF INFORMATION



Saint Pius X
Catholic High School

Approved by:	Governing Body	Date:	November 2020
Last reviewed on:	December 2020		
Next review due by:	November 2022		

Our Mission Statement:

“Saint Pius X Catholic High School is a Catholic School in which the Gospel message of the Kingdom of God is revealed through our work and through our relationships with our brothers and sisters in Christ”

This is encompassed in the statement: ‘Love one another as I have loved you’ *John 13*

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only	Hard copy/website	
Who’s who in the school	Hard copy/website/prospectus	
Who’s who on the governing body / board of governors and the basis of their appointment	Hard copy/website	
Instrument of Government / Articles of Association	Hard copy	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy/website	

School prospectus (if any)	Hard copy	
Annual Report (if any)	N/A	
Staffing structure	Hard copy	
School session times and term dates	Hard copy/website	
Address of school and contact details, including email address.	Hard copy/website	
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	Hard copy	
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	
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).	Hard copy	
Pay policy	Hard copy	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual	Hard copy	

senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per 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.	Hard copy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy/website	
Current information as a minimum		
School profile And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website Website Website Hard copy	
Performance management policy and procedures adopted by the governing body.	Hard copy	
The school's future plans; proposals for and any consultation on the future of the school, such as a change in status	Hard copy/website (when relevant)	

Safeguarding and child protection	Hard copy/website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy/website	
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).	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our 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.	Website	
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 policies) 	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy	

Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
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	Hard copy or website; some information may only be available by inspection	
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
School publications, leaflets, books and newsletters	Hard copy/website	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Photocopying/printing Not available (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class