



## Shankhill C of E Primary School

*Our vision: Creative learning, personal achievement and happiness.  
Enabling every child to flourish and 'to live life in all its fullness'. (John 10:10)*

# FREEDOM OF INFORMATION PUBLICATION SCHEME 2022

Author / Role:	Lynnsey Batey - Headteacher
Approved by <sup>1</sup>	
Name:	Steven Bowditch
Position:	Chair
Signed:	
Date:	
Proposed review date <sup>2</sup> :	January 2024



## Shankhill C of E Primary School

*Our vision: Creative learning, personal achievement and happiness.  
Enabling everyone to flourish and 'to live life in all its fullness'. (John 10:10)*

---

Our vision is everything you will see within our daily school life: all children flourishing through the many opportunities and challenges they are presented with. We educate the whole child: for learning and as a person.

Our vision embraces the spiritual, physical, intellectual, emotional, moral and social development of our children and community. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, which is explored through moral and creative learning experiences that support and shape the development and character of the whole child. We do this by exploring the Christian values which permeate our vision for education in Shankhill Church of England Primary School:

**\* Wisdom**

**\* Hope**

**\* Community**

**\* Dignity**

**\* Peace**

**\* Joy**

### **Our Mission Statement:**

Within our ethos:

- Our school will develop in each child a respect for others and the distinctively Christian environment we all share, so that they may become responsible, well-rounded young people;
- School will be enjoyable within a caring atmosphere in which learning will be exciting, creative and inclusive.





# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

### Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using one of our community computers, a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
Who’s who in the school	School website	
Who’s who on the governing body/board of governors and the basis of their appointment	Information can be obtained from the website and the Governors Annual report in GIAS and in other governing body documents.	
Instrument of Government/Articles of Association	Obtainable from the School Office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	This is available on the website	
(School performance and Financial information) just on the website	Available from the Office and online at Shankhill.cumbria.sch.uk	
Staffing structure	School website	
School session times and term dates	Available from the Office and online at Shankhill.cumbria.sch.uk	

# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

Address of school and contact details, including email address	<p>Most information can be obtained by emailing <a href="mailto:office@shankhill.cumbria.sch.uk">office@shankhill.cumbria.sch.uk</a>          Tel 01228 577264          Write to          Shankhill C of E Primary School          Hethersgill          Carlisle CA66JA          Website  <a href="http://www.Shankhill.cumbria.sch.uk">www.Shankhill.cumbria.sch.uk</a></p>	
<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)           Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)           School performance and Financial information available on the website</p>	
Annual budget plan and financial statements	<p>School performance and Financial information available on the website and link to GOVUK schools financial benchmarking.</p>	
Capital funding	<p>Available from the school office</p>	
Financial audit reports	<p>School performance and Financial information available on the website</p>	

## Freedom of Information

### Guide to information available from Shankhill School under the model publication scheme

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)	Available from the school office	
Pay policy	Cumbria County Council	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Policy available from the school office	

# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any)And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the Government, or a direct link to the data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>This information is available on the school website. It includes the Ofsted report from 2015 and the Short Inspection report of December 2018 <b>Available on request</b></p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Cumbria County Council Policy available on request</p>	
<p>Performance data or a direct link to it</p>	<p>School performance and Financial information available on the website and link to GOVUK Performance tables and School details</p>	
<p>The school’s future plans; for example, proposals for any any consultation on the future of the school, such as a change in status</p>	<p>N/A at the moment</p>	
<p>Safeguarding and child protection</p>	<p>School website under Information/policies/child protection policy 2020</p>	



# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy)  Staff meeting/SLT minutes are available from the office.	
Admissions policy/decisions (not individual admission decisions) – where applicable	Local authority admissions procedures	
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).	Governors meeting minutes and its committees are available from the office. (current and last full academic year)	

# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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 English government. These will include policies and procedures for handling information requests.</p>	<p>(hard copy or website)</p> <p>All statutory policies are on the website under Information/Policies/</p> <p>Hard copies are available on request.</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies????</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>These are available from the school office on request.          Retention Schedule is available on request          All statutory policies are on the website under Information/Policies/</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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”).</p>	<p>Most information can be accessed free of charge from the website. Individual copies can be obtained from the office free of charge. Subsequent copies will be charges at minimum photocopier cost and postage charges.</p>	

# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Available from the School office</p>	
<p>Disclosure logs</p>	<p>Available from the School office</p>	
<p>Asset register</p>	<p>Available from the School office</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Available from the School office.</p>	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Available on the website and from the school office</p>	
<p>Out of school clubs</p>	<p>Available on the website and from the school office</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Breakfast Club – £3 per session (08:00 - 08:45)            After School Club - £1 per session (15:30 – 16:30) with additional hour available upon request</p>	

# Freedom of Information

## Guide to information available from Shankhill School under the model publication scheme

School publications, leaflets, books and newsletters	Available on the website	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority