



FREEDOM OF INFORMATION PUBLICATION SCHEME

We educate for life in all its fullness. At Crosby Ravensworth this means:

- A close, cohesive family atmosphere where children are inquisitive, confident in the natural environment to which they are connected and supported as they learn resilience through challenge.
- Widened opportunities for children, alongside adults, to flourish. Cultural capital is prized and we prepare our children for a world of diversity.
- Richness and ambition throughout our academic, creative, sporting, social and spiritual ventures.

2024

Compassion ✝ Community ✝ Courage

I have come in order that you might have life; life in all its fullness.

John 10.10

PREPARED BY: Duncan Priestley, Headteacher

RATIFIED BY: Governing body October 2024

NEXT REVIEW BY: October 2026

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

² The Governing Body are free to determine review frequency.

REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

[illegible]

Freedom of Information

Guide to information available from Crosby Ravensworth CE Primary 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](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/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 |
|---|---|------|
| Class 1 - Who we are and what we do 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). | Visit the school website - https://www.crosbyravensworth.cumbria.sch.uk/ | Nil |
| Head teacher's contact details. | Visit the school website | Nil |
| Who's who in the school | Visit the school website | Nil |
| Who's who on the governing body/board of governors and selection criteria for appointment. | Visit the school website | Nil |
| Governing body's contact details. | Contact school on 01931 715265 | Nil |
| Instrument of Government/Articles of Association. | Contact Clerk to Governors via school office on 01931 715265 | Nil |
| School prospectus (if any). | Visit the school website | Nil |
| School session times and term dates | Visit the school website — | Nil |

| Current information to be published | How you can obtain information | Cost |
|--|---|------|
| Class 2 – What we spend and how we spend it Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum. | Visit: https://schools-financial-benchmarking.service.gov.uk/School?urn=112315 | Nil |
| Annual budget and financial statements | Visit: https://schools-financial-benchmarking.service.gov.uk/School?urn=112315 | Nil |
| Capital funding. | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | Nil |
| Financial audit reports. | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | Nil |
| Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical). | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | Nil |
| Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range). | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | Nil |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members. | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | Nil |
| Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees. | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | Nil |

| Current information to be published | How you can obtain information | Cost |
|--|--|------|
| 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. | On request by emailing: head@crosbyravensworth.cumbria.sch.uk Contact school on 01931 715265 | |
| Details of any premiums we receive such as Pupil premium. | Visit the school website : https://www.crosbyravensworth.cumbria.sch.uk/pupil-premium/ https://www.crosbyravensworth.cumbria.sch.uk/pe-and-sport-premium/ | |

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| Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews. | Contact school on 01931 715265 | Nil |
| Annual Report. | Contact school on 01931 715265 | Nil |
| Latest report from the regulator Ofsted. <ul style="list-style-type: none"> Summary Full report Post-inspection action plan | Visit the school website or visit: https://reports.ofsted.gov.uk/provider/21/112315 | Nil |
| <ul style="list-style-type: none"> Exam and assessment results. | Visit the school website : SIAMS Audit report | Nil |
| Performance tables | Visit the school website or visit: https://www.compare-school-performance.service.gov.uk/school/112315/crosby-ravensworth-cofe-school/primary | Nil |
| Careers programme information | Visit the school website or Contact school on 01931 715265 | Nil |

| Current information to be published | How you can obtain information | Cost |
|--|---|------|
| Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status. | Contact school on 01931 715265 | Nil |
| Our school profile and performance data supplied to the Government (GIAS) | Visit: https://www.compare-school-performance.service.gov.uk/school/112315/crosby-ravensworth-cofe-school/primary | Nil |
| 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. | Contact school on 01931 715265 | Nil |

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| Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum. | Contact school on 01931 715265 | Nil |
| 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. | Visit the school website for general admissions arrangements and the school office for specific data on 01931 715265 | Nil |
| 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. | Visit the school website | Nil |
| Class 5 – Our policies and procedures Our current written protocols, policies, and procedures for delivering our services and responsibilities 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. | Visit the school website and, where not a statutory requirement to publish, on request from school office on 01931 715265 | Nil |
| School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc. | Visit the school website | Nil |

| Current information to be published | How you can obtain information | Cost |
|--|--|------|
| Safeguarding and child protection, including protecting children's personal data. | Visit the school website | Nil |
| Equality and Diversity. | Visit the school website | Nil |
| Policies and procedures relating to recruitment and human resources. | Contact school on 01931 715265 | Nil |
| Special educational needs and disability. | Visit the school website | Nil |
| Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme. | Visit the school website | Nil |
| Pay Policy | Contact school on 01931 715265 | Nil |
| 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) | Contact school on 01931 715265 | Nil |
| 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. <ul style="list-style-type: none"> 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). | Visit the school website | Nil |
| Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register) | Contact school on 01931 715265 | Nil |
| Curriculum circulars and statutory instruments | Contact school on 01931 715265 | Nil |
| CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf. | Contact school on 01931 715265 | Nil |

| Current information to be published | How you can obtain information | Cost |
|---|--------------------------------|------|
| Disclosure logs i.e., information provided in response to FOIA requests | Contact school on 01931 715265 | Nil |
| Asset register and Information Asset register | Contact school on 01931 715265 | Nil |
| Any information we are currently legally required to hold in publicly available registers | Contact school on 01931 715265 | Nil |

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| Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. | Visit the school website . Hard copies are available from the school reception area. | Nil |
| Extra-curricular activities | Visit the school website or contact school on 01931 715265 | Nil |
| Out of school clubs | Visit the school website or contact school on 01931 715265 | Nil |
| Services for which the school is entitled to recover a fee, together with those fees | Visit the school website for charging and remissions Policy and procedures or contact school on 01931 715265 | Nil |
| School publications, leaflets, books, and newsletters | Visit the school website . Hard copies are available from the school reception area. | Nil |

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 | A4 Photocopying/printing @ 5p per single sheet (black & white) A3 Photocopying/printing @ 10p per single sheet (black & white) | Actual cost incurred |
| | A4 Photocopying/printing @ 5p per single sheet (colour) A3 Photocopying/printing @ 10p per single sheet (colour) | Actual cost incurred |
| | | |
| | Other format of communication | Actual cost incurred |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | Staff Time – FOIA 2000 Section 13(1)-(3) | In accordance with the relevant legislation £25.00 Flat Rate |
| | | |
| Other | | |
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