



OUGHTERSIDE FOUNDATION SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME 2023 - 2025

Approved by ¹	
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Position:	Head Teacher
Signed:	<i>S. Kirkbride</i>
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Review date:	October 2025

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 Oughterside Foundation 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' \(v4.0\)](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/) 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 We are a small rural primary school, situated in the village of Oughterside, 2 miles west of Aspatria. We currently have 55 pupils on role and 17 members of staff. Head teacher – Mrs Sarah Kirkbride – 016973 20579 Oughterside Foundation School, Oughterside, Wigton, Cumbria, CA7 2PY Email – admin@oughterside.cumbria.sch.uk Tel. 016973 20579	Website/ information leaflet. Please email school Admin@oughterside.cumbria.sch.uk Or telephone 016973 20579	FREE
Who's who in the school.	Website/ information leaflet	FREE
Who's who on the governing body/board of governors and the basis of their appointment.	Website Instrument of governance (hardcopy available)	FREE 10p per sheet

Current information to be published	How you can obtain information	Cost
Instrument of Government/Articles of Association.	Hard copy	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website/ electronic version available	FREE
School/academy prospectus (if any).	N/A	
Annual Report (if any)	Electronic version requested	FREE
Staffing structure	Electronic copy available on request	FREE
School session times and term dates	Information leaflet electronic copy	FREE
Address of school and contact details, including email address	School website	FREE
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.	Hard copy	10p per sheet
	Electronic copy	FREE
Annual budget plan and financial statements	Hard copy	10p per sheet
	Electronic copy	FREE
Capital funding.	Hard copy	10p per sheet
	Electronic copy	FREE
Financial audit reports.	Hard copy	10p per sheet
	Electronic copy	FREE
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	10p per sheet
	Electronic copy	FREE

Current information to be published	How you can obtain information	Cost
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	10p per sheet
Pay policy	Hard copy	10p per sheet
	Electronic copy	FREE
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Electronic copy	FREE
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.	Electronic copy	FREE
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	10p per sheet
	Electronic copy	FREE

Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Ofsted report https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/112138	FREE

Current information to be published	How you can obtain information	Cost
Performance management policy and procedures adopted by the governing body.	Electronic copy	FREE
Performance data	Electronic copy	FREE
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Electronic copy	FREE
Safeguarding and child protection	Website Hard copy	FREE 10p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum.	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)- where applicable	Electronic Copy Website Hard copy	FREE FREE 10p per sheet
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 Electronic copy	10p per sheet FREE
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 are required to have by statute or through our funding agreement or equivalent or by the English government. These will include policies and procedures for handling information requests.	(hard copy or website)	

Current information to be published	How you can obtain information	Cost
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) 	Electronic Copy	FREE
Charging regimes and policies. This should include 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 charge a fee for re-licensing the use of datasets, it should state in its guide to how this is calculated (please see "How to complete the Guide to information)	Electronic Copy	FREE
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments.	Electronic Copy	FREE
Disclosure logs.	Electronic Copy	FREE
Asset register.	Electronic Copy	FREE
Any information we are currently legally required to hold in publicly available registers	Electronic Copy	FREE
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

Current information to be published	How you can obtain information	Cost
Extra-curricular activities	Website	FREE
Out of school clubs	Letters	FREE
Services for which the school is entitled to recover a fee, together with those fees	Electronic Copy	FREE
School publications, leaflets, books, and newsletters	Website	FREE
	Letters	FREE
	Electronic Copy	FREE
Additional Information Any information that is not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage 66p normal letter	Actual cost of Royal Mail standard 2 nd class

Type of charge	Description	Basis of charge
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		