



STORTH CE PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2026

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Signed:	
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Freedom of Information

Guide to information available from Storth 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 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).	Website https://www.storth.cumbria.sch.uk/	Free
Head teacher's contact details.	Website	Free
Who's who in the school.	Website	Free
Who's who on the governing body and selection criteria for appointment.	Website	Free
Governing body's contact details.	Hard copy	Free
Instrument of Government.	Website	Free
School prospectus (if any).	Hard copy	Free
School session times and term dates	Website	Free

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.	Hard copy in office	Free
Annual budget and financial statements.	Hard copy in office	Free
Capital funding.	Hard copy in office	Free
Financial audit reports.	Hard copy in office	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 in office	Free
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard copy in office	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy in office	Free
Governor allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy in office	Free
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.	Hard copy in office	Free
Details of any premiums we receive such as Pupil premium.	Hard copy in office	Free

Current information to be published	How you can obtain information	Cost
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Hard copy in office and website	Free
Annual Report.	Hard copy in office	Free
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	Hard copy in office and website Hard copy	Free
Exam and assessment results.	Hard copy in office and website	Free
Performance tables	Hard copy in office	Free
Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.	Hard copy in office	Free
Our school profile and performance data supplied to the Government (GIAS)	Hard copy in office and website	Free
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.	Hard copy in office	Free
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy in office	Free
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.	Hard copy in office and website	Free
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.	Hard copy in office	Free

Current information to be published	How you can obtain information	Cost
<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>	Hard copy in office and website	Free
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Hard copy in office and website	Free
Safeguarding and child protection, including protecting children’s personal data.	Hard copy in office and website	Free
Equality and Diversity.	Hard copy in office and website	Free
Policies and procedures relating to recruitment and human resources.	Hard copy in office	Free
Special educational needs and disability.	Hard copy in office and website	Free
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Hard copy in office and website	Free
Pay Policy	Hard copy in office	Free
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) 	Hard copy in office	Free
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).	Hard copy in office and website	Free

Commented [JH1]: Not on website

Commented [JH2]: Not on website

Commented [JH3]: Nothing on website

Current information to be published	How you can obtain information	Cost
Class 6 – Lists and Registers		
Lists and registers we currently maintain (does not include the attendance register)	In office	Free
Curriculum circulars and statutory instruments	In office	Free
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us.	In office	Free
Disclosure logs i.e., information provided in response to FOIA requests	In office	Free
Asset register and Information Asset register	In office	Free
Any information we are currently legally required to hold in publicly available registers	In office	Free
Class 7 – The services we offer		
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Hard copy and website	Free
Extra-curricular activities	Hard copy and website	Free
Out of school clubs	Hard copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy and website	Free
School publications, leaflets, books, and newsletters	Hard copy and website	Free
Additional Information		
Any information that is not itemised in the lists above		

Commented [JH4]: Not on website

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 @ 0.005p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.05p 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		