

## Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

Information To Be Published	How The Information Can Be Obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>St Luke's C E Primary School, Church Lane, Lowton, Warrington, WA3 2PW</p> <p style="text-align: center;"><a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p>	
Who's who in the school	<p><b>School Website/VLN</b> <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>
Who's who on the governing body and the basis of their appointment	<p><b>School Website/VLN</b> <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>
Instrument of Government	<p><b>Hard copy</b> School Business Manager</p>	<p><b>10p per sheet</b></p>
Annual Report	<b>N/A</b>	
Staffing structure	<p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>10p per sheet</b></p>
School session times and term dates	<p><b>School Website/VLN / LA website</b> <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>Hard copy</b> School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Capitalised funding	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Additional funding	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Procurement and projects	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Pay policy	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Staffing and grading structure	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Governors' allowances	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary 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>	<p>(hard copy or website)</p>	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p><b>School Website</b> <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p> <p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>10p per sheet</b></p>
<p>Schools future plans</p>	<p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>10p per sheet</b></p>
<p>Every Child Matters – policies and procedures</p>	<p><b>Hard copy</b> Contact School Business Manager</p>	<p><b>10p per sheet</b></p>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

Information To Be Published	How The Information Can Be Obtained	Cost
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	<p><b>School website/VLN/LA booklet</b></p> <p><b>Hard copy</b> Contact School Business Manager</p>	<b>10p per sheet</b>
Agendas of meetings of the governing body and (if held) its sub-committees	<p><b>Hard copy</b> Contact School Business Manager</p>	<b>10p per sheet</b>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	<p><b>Hard copy</b> Contact School Business Manager</p>	<b>10p per sheet</b>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary 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</p>	<p>(hard copy or website)</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p><b>VLN</b> <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>ALL AVAILABLE BY Hard copy</b> Contact School Business Manager</p>	<p>Free</p> <p><b>10p per sheet</b></p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p><b>VLN</b> <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>ALL AVAILABLE BY Hard copy</b> Contact School Business Manager</p>	<p><b>10p per sheet</b></p>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

<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><b>ALL AVAILABLE BY</b>  <b>Hard copy</b>            Contact School Business Manager</p>	<p><b>10p per sheet</b></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.</p>	<p><b>Hard copy</b>            Contact School Business Manager</p>	<p><b>10p per sheet</b></p>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

Information To Be Published	How The Information Can Be Obtained	Cost
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Disclosure logs	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Asset register	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	<b>Hard copy</b> Contact School Business Manager	<b>10p per sheet</b>

## Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

Information To Be Published	How The Information Can Be Obtained	Cost
<p><b>Class 7 – The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)            Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	<p><b>School Website/VLN</b>  <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>Hard Copy</b>            Contact School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>
Out of school clubs	<p><b>School Website/VLN</b>  <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>Hard Copy</b>            Contact School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>
School publications	<p><b>School Website/VLN</b>  <a href="http://www.stlukes.lowton.info">www.stlukes.lowton.info</a></p> <p><b>Hard copy</b>            Contact School Business Manager</p>	<p><b>Free</b></p> <p><b>10p per sheet</b></p>
Services for which the school is entitled to recover a fee, together with those fees	<p><b>Hard copy</b>            Contact School Business Manager</p>	<b>10p per sheet</b>



# Freedom Of Information Guide To Information Available From St Luke's C E Primary School Under The Model Publication Scheme

<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
--	--	--

**Contact details:**

**Mrs C Groves  
Headteacher  
St Luke's C E Primary School  
Church Lane  
Lowton  
Warrington  
WA3 2PW**



**01942 201140**



**enquiries@admin.saintlukes.wigan.sch.uk**

**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 @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying/printing @ ..... p per sheet (colour)	Actual cost: Not Applicable
	Postage	Actual cost of Royal Mail standard <b>1<sup>ST</sup> class            46p</b> <b>2<sup>nd</sup> class             36p</b>
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)