



SKELTON SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2025

Approved by¹			
Name:	Helen Newton / Daniel Griffiths		
Position:	Headteacher / Chair of Governors		
Signed:			
Date:	Autumn 2025	Version No:	
Review date²:	Autumn 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 Skelton 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 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
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).	Skelton School - Contact Us
Head teacher's contact details.	Skelton School - Contact Us
Who's who in the school.	Skelton School - Staff
Who's who on the governing body/board of governors.	Skelton School - Governors
Governing body's or board of governors'/trustees' contact details.	Skelton School - Governors
Instrument of Government/Articles of Association.	Contact- admin@skelton.cumbria.sch.uk
School session times and term dates	Skelton School - Term Dates and School Opening Hours

Current information to be published	How you can obtain information
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.	Contact- admin@skelton.cumbria.sch.uk
Annual budget and financial statements.	Contact- admin@skelton.cumbria.sch.uk
Capital funding.	Contact- admin@skelton.cumbria.sch.uk
Financial audit reports.	Contact- admin@skelton.cumbria.sch.uk
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Contact- admin@skelton.cumbria.sch.uk
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Contact- admin@skelton.cumbria.sch.uk
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	N/A
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	N/A
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.	Contact- admin@skelton.cumbria.sch.uk
Details of any premiums we receive such as Pupil premium.	Contact- admin@skelton.cumbria.sch.uk
Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Contact- admin@skelton.cumbria.sch.uk
Annual Report.	Contact- admin@skelton.cumbria.sch.uk

Current information to be published	How you can obtain information
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	Skelton School - Ofsted
Exam and assessment results.	Skelton School - Performance Data
Performance tables	Skelton School - Performance Data
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	Not held
Our school profile and performance data supplied to the Government (GIAS)	Get Information about Schools - GOV.UK
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.	Skelton School - GDPR Skelton School - Policies

Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Contact- admin@skelton.cumbria.sch.uk
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.	Skelton School - Admissions
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.	Contact- admin@skelton.cumbria.sch.uk
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.	Skelton School - Policies Contact- admin@skelton.cumbria.sch.uk

Current information to be published	How you can obtain information
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Skelton School - Policies Contact- admin@skelton.cumbria.sch.uk
Safeguarding and child protection, including protecting children's personal data.	Skelton School - Safeguarding
Equality and Diversity.	Skelton School - Policies
Policies and procedures relating to recruitment and human resources.	Contact- admin@skelton.cumbria.sch.uk
Special educational needs and disability.	Skelton School - SEND
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Skelton School - Policies
Pay Policy	Contact- admin@skelton.cumbria.sch.uk
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies)	Skelton School - GDPR Skelton School - Policies
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).	Contact- admin@skelton.cumbria.sch.uk
Class 6 – Lists and Registers	N/A
Lists and registers we currently maintain (does not include the attendance register)	
Curriculum circulars and statutory instruments	N/A
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	N/A
Disclosure logs i.e., information provided in response to FOIA requests	N/A
Asset register and Information Asset register	Contact- admin@skelton.cumbria.sch.uk

Current information to be published	How you can obtain information
Any information we are currently legally required to hold in publicly available registers	Contact- admin@skelton.cumbria.sch.uk
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Skelton School - Home
Extra-curricular activities	Skelton School - Breakfast and After School Clubs
Out of school clubs	Skelton School - Breakfast and After School Clubs
Services for which the school is entitled to recover a fee, together with those fees	Skelton School - Breakfast and After School Clubs
School publications, leaflets, books, and newsletters	Skelton School - Newsletters
Additional Information Any information that is not itemised in the lists above	N/A

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 @£0.045 per sheet (black & white)	Actual cost

Type of charge	Description	Basis of charge
	Photocopying/printing @£0.070 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class