



The Federation of St Elphege's and Regina Coeli Catholic Schools



Freedom of Information

Guide to information available from *The Federation of St Elphege's and Regina Coeli Catholic Schools under the model publication scheme.

- *St Elphege's RC Infant School
- *St Elphege's RC Junior School
- *Regina Coeli Primary School

November 2016: Martin Jones, DHT (Pastoral)
Approved By GB: November 2016
Next Full Review: November 2019

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1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form. Increasingly, information will be available for you on our websites to download and print off.

Some information which we hold may not be made public, for example personal information.

The Federation of St Elphege's and Regina Coeli Catholic Schools has chosen to adopt the model scheme for schools which has been provided and approved by the Information Commissioner.

2. AIMS AND OBJECTIVES

At The Federation of St Elphege's and Regina Coeli Catholic Schools we aim:

- To make The Federation a happy, safe, purposeful and co-operative place where all enjoy learning, work hard and do their best.
- To foster caring attitudes where achievements at all levels are acknowledged and valued.
- To create a partnership of love, joy, respect and high expectations between children, their parents, the staff and the governors, the parish and the wider community.
- To encourage and support each child to achieve the highest standards of which he or she is capable in all areas of academic and personal development
- To foster a positive and responsible attitude in children towards their environment and this publication scheme is a means of showing how we are pursuing these aims.

3. CATEGORIES OF INFORMATION PUBLISHED

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- Who we are and what we do.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below. Some documents are available from our websites at www.stelphagesrcschools.org.uk or www.reginacoelishool.co.uk

**The Federation of
St. Elphege's Catholic Schools**

**Mollison Drive
Wallington
Surrey
SM6 9HY**

Telephone: 020 8669 6306

www.stelphagesrcschools.org.uk

**junior-office@stelphagesrcschools.org.uk
infant-office@stelphagesrcschools.org.uk**



**Regina Coeli Catholic
Primary School**

**173 Pampisford Road
South Croydon
CR2 6DF**

Telephone: 020 8688 4582

www.reginacoelishool.co.uk

office@reginacoelishool.co.uk



To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)
If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. PAYING FOR INFORMATION

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

If your request means that we have to photocopy or print, or pay a postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the cost columns below.

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6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational Information structures, locations and contacts) This will be current information only		
Who's who in the school	Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582	Free 53p/Sheet

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Who's who on the governing body / board of governors and the basis of their appointment	<p><u>Website</u> <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p><u>Hardcopy</u> <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/Sheet
Instrument of Government / Articles of Association	<p><u>Hardcopy</u> <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	53p/Sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p><u>Hardcopy</u> <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	53p/Sheet

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School prospectus (if any)	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free
Annual Report (if any)	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free
Staffing structure	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	53p/Sheet

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School session times and term dates	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/Sheet
Address of school and contact details, including email address.	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/Sheet

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Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hardcopy St Elphege's 020 8669 6306 Regina Coeli 020 8688 4582	53p/Sheet
Capital funding	Hardcopy St Elphege's 020 8669 6306 Regina Coeli 020 8688 4582	53p/Sheet
Financial audit reports	Hardcopy St Elphege's 020 8669 6306 Regina Coeli 020 8688 4582	53p/Sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy St Elphege's 020 8669 6306 Regina Coeli 020 8688 4582	53p/Sheet
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).	Inspection Only St Elphege's 020 8669 6306 Regina Coeli 020 8688 4582	Free

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Pay policy	Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582	53p/Sheet
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.	Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582	53p/Sheet
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.	Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582	53p/Sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582	53p/Sheet

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<p>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</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data 	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p> <p>Data Dashboard <i>St Elphege's RC Infant School</i> http://dashboard.ofsted.gov.uk/dashboard.php?urn=102997 <i>St Elphege's RC Junior School</i> http://dashboard.ofsted.gov.uk/dashboard.php?urn=102996 <i>Regina Coeli Primary School</i> http://dashboard.ofsted.gov.uk/dashboard.php?urn=101800</p>	<p>53p/Sheet</p> <p>Free</p> <p>Free</p> <p>Free</p>

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<ul style="list-style-type: none"> • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p><u>Ofsted Report Links</u> <i>St Elphege's RC Infant School</i> http://reports.ofsted.gov.uk/provider/files/2223533/urn/102997.pdf <i>St Elphege's RC Junior School</i> http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/102996 <i>Regina Coeli Primary School</i> http://reports.ofsted.gov.uk/provider/files/2476007/urn/101800.pdf</p> <p><u>Hardcopy</u> St Elphege's 020 8669 6306 Regina Coeli 020 8688 4582</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>53p/Sheet</p>
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Performance management policy and procedures adopted by the governing body.	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	53p/Sheet
Performance data or a direct link to it	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p> <p>Data Dashboard <i>St Elphege's RC Infant School</i> http://dashboard.ofsted.gov.uk/dashboard.php?urn=102997 <i>St Elphege's RC Junior School</i> http://dashboard.ofsted.gov.uk/dashboard.php?urn=102996 <i>Regina Coeli Primary School</i> http://dashboard.ofsted.gov.uk/dashboard.php?urn=101800</p>	<p>53p/Sheet</p> <p>Free</p> <p>Free</p> <p>Free</p>
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	53p/Sheet

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Safeguarding and child protection policy	<p>Website <i>St Elphege's</i> www.stelphagesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/Sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	<p>Website <i>St Elphege's</i> www.stelphagesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/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).	<p>Inspection Only <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free

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<p>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 is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	<p>53p/Sheet</p>

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<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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	<p>Free</p> <p>53p/Sheet</p>
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<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/Sheet
Disclosure logs	NA	NA
Asset register	<p>Inspection Only <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free
Any information the school is currently legally required to hold in publicly available registers	<p>Inspection Only <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	<p>Free</p> <p>53p/Sheet</p>
<p>Out of school clubs</p>	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	<p>Free</p> <p>53p/Sheet</p>

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Services for which the school is entitled to recover a fee, together with those fees	<p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	53p/Sheet
School publications, leaflets, books and newsletters	<p>Website <i>St Elphege's</i> www.stelphegesrcschools.org.uk <i>Regina Coeli</i> www.reginacoelischool.co.uk</p> <p>Hardcopy <i>St Elphege's</i> 020 8669 6306 <i>Regina Coeli</i> 020 8688 4582</p>	Free 53p/Sheet

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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
Disbursement cost	Photocopying/printing @ 53p per sheet (black & white)	Actual cost 3p Staff Time 50p
	Photocopying/printing @ 55p per sheet (colour)	Actual cost 5p Staff Time 50p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority