

# Information available from **Lowick and Holy Island C of E First Schools** under the model 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.

Information to be published	How you can obtain the information	Cost
<b>Class 1 - Who we are and what we do</b>		
<p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/home/289238">https://www.lowickholylslandschools.org.uk/website/home/289238</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Contact details for the schools, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/contact/289241">https://www.lowickholylslandschools.org.uk/website/contact/289241</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Head teacher's contact details</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/contact/289241">https://www.lowickholylslandschools.org.uk/website/contact/289241</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Who's who in the school/academy</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/the_staff_team/293716">https://www.lowickholylslandschools.org.uk/website/the_staff_team/293716</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Who's who on the governing body and selection criteria for appointment</p> <p>Governing body's contact details</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/governing_body/294124">https://www.lowickholylslandschools.org.uk/website/governing_body/294124</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>School/Academy session times and term dates</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/school_holidays_and_term_dates/514873">https://www.lowickholylslandschools.org.uk/website/school_holidays_and_term_dates/514873</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>



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<b>Class 3 – What our priorities are and how we are doing</b>		
<p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p><b>Website:</b>  <a href="https://www.lowickholyislandschools.org.uk/website/ofsted_siams_inspections/293718">https://www.lowickholyislandschools.org.uk/website/ofsted_siams_inspections/293718</a> and  <a href="https://www.lowickholyislandschools.org.uk/website/school_performance_data/309041">https://www.lowickholyislandschools.org.uk/website/school_performance_data/309041</a> and  <a href="https://www.lowickholyislandschools.org.uk/website/financial_benchmarking/520148">https://www.lowickholyislandschools.org.uk/website/financial_benchmarking/520148</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Latest reports from regulators (Ofsted and SIAMs)</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul>	<p><b>Website:</b>  <a href="https://www.lowickholyislandschools.org.uk/website/ofsted_siams_inspections/293718">https://www.lowickholyislandschools.org.uk/website/ofsted_siams_inspections/293718</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Exam and assessment results</p>	<p><b>Website:</b>  <a href="https://www.lowickholyislandschools.org.uk/website/school_performance_data/309041">https://www.lowickholyislandschools.org.uk/website/school_performance_data/309041</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Performance tables</p>	<p><b>Website:</b>  <a href="https://www.lowickholyislandschools.org.uk/website/school_performance_data/309041">https://www.lowickholyislandschools.org.uk/website/school_performance_data/309041</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Careers programme information</p>	<p><b>Website:</b>  <a href="https://www.lowickholyislandschools.org.uk/website/cultural_capital/637272">https://www.lowickholyislandschools.org.uk/website/cultural_capital/637272</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>

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The school's/academy's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	<b>Hard copy:</b> available upon request – contact school	5p per page
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/school_performance_data/309041">https://www.lowickholylslandschools.org.uk/website/school_performance_data/309041</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/data_protection_gdpr/352288">https://www.lowickholylslandschools.org.uk/website/data_protection_gdpr/352288</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions  Current and previous three years as a minimum	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/minutes_of_governing_body_meetings/601537">https://www.lowickholylslandschools.org.uk/website/minutes_of_governing_body_meetings/601537</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/admissions/318515">https://www.lowickholylslandschools.org.uk/website/admissions/318515</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/minutes_of_governing_body_meetings/601537">https://www.lowickholylslandschools.org.uk/website/minutes_of_governing_body_meetings/601537</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page

Information to be published	How you can obtain the information	Cost
<b>Class 5 – Our policies and procedures</b>		
<p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/policies/293717">https://www.lowickholylslandschools.org.uk/website/policies/293717</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/policies/293717">https://www.lowickholylslandschools.org.uk/website/policies/293717</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Safeguarding and child protection, including protecting children’s personal data</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/policies/293717">https://www.lowickholylslandschools.org.uk/website/policies/293717</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/policies/293717">https://www.lowickholylslandschools.org.uk/website/policies/293717</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Policies and procedures relating to recruitment and human resources</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/policies/293717">https://www.lowickholylslandschools.org.uk/website/policies/293717</a></p> <p><b>Hard copy:</b> available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Special educational needs</p>	<p><b>Website:</b>  <a href="https://www.lowickholylslandschools.org.uk/website/send_special_educational_needs_disability/303534">https://www.lowickholylslandschools.org.uk/website/send_special_educational_needs_disability/303534</a></p>	<p>Free</p>

Information to be published	How you can obtain the information	Cost
	<b>Hard copy:</b> available upon request – contact school	5p per page
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/policies/293717">https://www.lowickholylslandschools.org.uk/website/policies/293717</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Pay Policy	<b>Hard copy:</b> available upon request – contact school	5p per page
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/data_protection_gdpr/352288">https://www.lowickholylslandschools.org.uk/website/data_protection_gdpr/352288</a> and <a href="https://www.lowickholylslandschools.org.uk/website/freedom_of_information/520028">https://www.lowickholylslandschools.org.uk/website/freedom_of_information/520028</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Charging regimes and policies	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/charging_remissions_policy/304900">https://www.lowickholylslandschools.org.uk/website/charging_remissions_policy/304900</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register)	By inspection	
Curriculum circulars and statutory instruments	<b>Hard copy:</b> available upon request – contact school	5p per page
Disclosure logs, ie information provided in response to FOIA/EIR requests	<b>Hard copy:</b> available upon request – contact school	5p per page
Asset register and Information Asset register	<b>Hard copy:</b> available upon request – contact school	5p per page

Information to be published	How you can obtain the information	Cost
Any information we are currently legally required to hold in publicly available registers	<b>Hard copy:</b> available upon request – contact school	5p per page
<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	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/home/289238">https://www.lowickholylslandschools.org.uk/website/home/289238</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Extra-curricular activities	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/home/289238">https://www.lowickholylslandschools.org.uk/website/home/289238</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Out of school/academy clubs	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/home/289238">https://www.lowickholylslandschools.org.uk/website/home/289238</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Services for which we are entitled to recover a fee, together with those fees	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/charging_remissions_policy/304900">https://www.lowickholylslandschools.org.uk/website/charging_remissions_policy/304900</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Requests for paper copies of information	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/contact/289241">https://www.lowickholylslandschools.org.uk/website/contact/289241</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page
Our publications, leaflets, books and newsletters	<b>Website:</b> <a href="https://www.lowickholylslandschools.org.uk/website/home/289238">https://www.lowickholylslandschools.org.uk/website/home/289238</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page

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<b>Additional Information</b>  Any information that is not itemised in the lists above	<b>Website:</b> <a href="https://www.lowickholyislandschools.org.uk/website/home/289238">https://www.lowickholyislandschools.org.uk/website/home/289238</a>  <b>Hard copy:</b> available upon request – contact school	Free  5p per page

## 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 @ ..p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard postage depending on package / letter size and weight.
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		