



Maria Fidelis
Catholic School FCJ

School Publication Scheme	
Committee	Finance, Premises and Staffing
Author	Camden Model Policy
Approved By Governing Body	23 rd June 2025
Frequency of Review	1 year
Next review Date	Summer 2026

The FCJ Schools' Vision

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

Publication Scheme

1. Purpose

The purpose of this policy is to ensure Maria Fidelis Catholic School complies with Section 19 of the Freedom of Information Act 2000 which requires schools to adopt and maintain a publication scheme and to proactively publish information in accordance with that scheme.

2. Policy Statement

2.1 We will ensure that:

- We take a proactive and positive approach towards information rights
- We publish a significant amount of routinely published information about the school on our website, which is our Publication Scheme.
- We will meet our obligations under the Equality Act 2010 and any other legislation to provide information in other forms and formats, but information will be provided in the language in which it is held.

3. Publication Scheme

3.1 The Publication Scheme is a document which specifies:

- the classes of information which we already publish or intend to publish
- the manner in which the information will be published; and
- whether or not there is any charge for the information

3.2 The Information Commissioner has produced both a model publication scheme and guidance for schools which makes provision for, but is not limited to the classes of information listed in the schedule below.

3.3 Our publication scheme can be found on the school website and we will make the relevant information that comes under the publication scheme classifications that we hold available on our website unless:

- we do not hold it
- it is to be withheld under a FOI exemption or EIR exception; or its release is prohibited under another statute
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release; or
- it is hard copies of documents which can be obtained from the School.

3.4 The Governing Body has overall responsibility for the maintenance of this scheme which will be reviewed annually and following guidance from the Information Commissioner's Office. Updated information will be placed on the publication scheme as soon as it is amended / approved.

3.5 We will not charge for information listed on the Publication Scheme except where specifically indicated.

3.6 In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.

Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who in the school / Location and contact information	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government / Articles of Association	Hard copy	Refer to schedule of charges
School prospectus (if any)	Website	
Staffing structure	Website and/or Hard copy	Refer to schedule of charges
School session times and term dates	Website	
What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy	Refer to schedule of charges
Capital funding	Hard copy	Refer to schedule of charges
Financial audit reports	Hard copy	Refer to schedule of charges
Details on expenditure of items over £5000	Hard copy	Refer to schedule of charges
Procurement and contracts Details of procedures used for the acquisition of goods and services. Detail of contracts that have gone through a formal tendering process.	Hard copy	Refer to schedule of charges
Pay policy	Hard copy	Refer to schedule of charges
Staff allowances and expenses Details of the allowances and expenses that <i>can</i> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.	In Pay Policy	
Staff 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.	In Pay Policy	
Governors' allowances Allowances that <i>can</i> be incurred or claimed and a record of total payments made to individual governors.	In Governors' Allowances Policy	Refer to schedule of charges
What our priorities are and how we are doing		
School profile (if any) Performance data supplied to the government or a direct link to the data, latest Ofsted report – Summary / Direct link to report on Ofsted website	Website	

Performance management policy and procedures adopted by the governing body	Hard copy	Refer to schedule of charges
Schools future plans Proposals for and any consultation on the future of the school, such as change in status, plans to federate.	On website if applicable	
Safeguarding and child protection The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.	Website	
How we make decisions		
Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal.	Website	
Minutes of meetings of the governing body and its committees Excluding information that is properly considered private to the meeting.	Hard copy/ available to view in school	
Our policies and procedures		
School policies Policies directly affecting students are on the school website. Personnel copies are available in hard copy or are available to staff on the school intranet.	Hard copy and/or website	Refer to schedule of charges
Pupil and curriculum policies	Website	
Records management and personal data policies	Hard copy	Refer to schedule of charges
Equality and diversity (including equal opportunities) policies	Website	
Policies and procedures for the recruitment of staff	Hard copy and/or website	Refer to schedule of charges
Charging regimes and policies	Website	
Lists and Registers		
Disclosure logs	Available for inspection by appropriate person	
Asset register	Available for inspection by appropriate person	
Any information the school is currently legally required to hold in publicly available registers This does not include the attendance register.	Available for inspection by appropriate person	
The services we offer		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets books and newsletters	Website	

Schedule of Charges

Charges which may be made for Information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information

DESCRIPTION	BASIS OF CHARGE
Photocopying/printing @10p per A4 printed side (black & white) Photocopying/printing @20p per A3 printed side (black & white)	Paper, time, printing
Photocopying/printing @25p per A4 printed side (colour) Photocopying/printing @50p per A3 printed side (colour)	Paper, time, printing
Postage	Actual cost of Royal Mail standard 2 nd class or cost of secure delivery