



GREAT ORTON PRIMARY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

2025

Approved by ¹			
Name:	S McGaffin		
Position:	Chair of Governors		
Signed:	<i>S McGaffin</i>		
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KAHSC v4 – reviewed Sept 2024

¹ The Governing Body are free to determine how to implement.

² The Governing Body are free to determine review frequency.

Freedom of Information

Guide to information available from Great Orton Primary 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	Cost
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).	Website www.greatorton.cumbria.sch.uk/about-us	Free
	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free
Head teacher's contact details.	Mr Matthew Walker 01228 711602 head@greatorton.cumbria.sch.uk	Free
	Website www.greatorton.cumbria.sch.uk/about-us	Free
Who's who in the school/academy.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free

Current information to be published	How you can obtain information	Cost
<p>Maintained schools only: Who's who on the governing body/board of governors and selection criteria for appointment.</p>	<p>Website www.greatorton.cumbria.sch.uk/about-us</p> <p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p> <p>Free</p>
<p>Governing body's or board of governors'/trustees' contact details.</p>	<p>Mrs Sue Wright Clerk to the Governors Tel 01228 711602 Email head@greatorton.cumbria.sch.uk</p>	<p style="background-color: #cccccc;"></p>
<p>Instrument of Government/Articles of Association.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p>
<p>School prospectus .</p>	<p>Website www.greatorton.cumbria.sch.uk/about-us</p> <p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p> <p>Free</p>
<p>School session times and term dates</p>	<p>Website www.greatorton.cumbria.sch.uk/imformation</p> <p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p> <p>Free</p>
<p>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.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>

Current information to be published	How you can obtain information	Cost
Annual budget and financial statements.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Capital funding.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Financial audit reports.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
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.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Details of any premiums we receive such as Pupil premium.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet

Current information to be published	How you can obtain information	Cost
<p>Class 3 – What our priorities are and how we are doing</p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>Annual Report.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	<p>Website https://www.greatorton.cumbria.sch.uk/about-us/ofsted-report.html</p> <p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Exam and assessment results.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>Performance tables</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>Our future plans e.g., proposals for and any consultation on the future of our school such as a change in status.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>Our school profile and performance data supplied to the Government (GIAS)</p>	<p>https://www.gov.uk/school-performance-tables</p>	<p>Free</p>
<p>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.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>

Current information to be published	How you can obtain information	Cost
<p>Class 4 – How we make decisions</p> <p>Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>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.</p>	<p>https://www.greatorton.cumbria.sch.uk/information/admissions.html</p>	<p>10p per sheet</p>
<p>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.</p>	<p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>10p per sheet</p>
<p>Class 5 – Our policies and procedures</p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>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.</p>	<p>Website https://www.greatorton.cumbria.sch.uk/information/policies.html</p> <p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p> <p>10p per sheet</p>
<p>School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.</p>	<p>Website https://www.greatorton.cumbria.sch.uk/information/policies.html</p> <p>Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk</p>	<p>Free</p> <p>10p per sheet</p>

Current information to be published	How you can obtain information	Cost
Safeguarding and child protection, including protecting children's personal data.	Website https://www.greatorton.cumbria.sch.uk/information/safeguarding.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
Equality and Diversity.	Website https://www.greatorton.cumbria.sch.uk/information/policies.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
Policies and procedures relating to recruitment and human resources.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free
Special educational needs and disability.	Website https://www.greatorton.cumbria.sch.uk/information/send-information.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet

Current information to be published	How you can obtain information	Cost
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Website https://www.greatorton.cumbria.sch.uk/information/policies.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
Pay Policy	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing and CCTV usage policies) 	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
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).	Website https://www.greatorton.cumbria.sch.uk/information/policies.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet

Current information to be published	How you can obtain information	Cost
Curriculum circulars and statutory instruments	Website https://www.greatorton.cumbria.sch.uk/information/policies.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Disclosure logs i.e., information provided in response to FOIA requests	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Asset register and Information Asset register	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Any information we are currently legally required to hold in publicly available registers	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Website https://www.greatorton.cumbria.sch.uk Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet

Current information to be published	How you can obtain information	Cost
Extra-curricular activities	Website https://www.greatorton.cumbria.sch.uk/school-life/after-school.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
Out of school clubs	Website https://www.greatorton.cumbria.sch.uk/school-life/after-school.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website https://www.greatorton.cumbria.sch.uk/information/policies.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet
School publications, leaflets, books, and newsletters	Website https://www.greatorton.cumbria.sch.uk/school-life.html Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	Free 10p per sheet

Current information to be published	How you can obtain information	Cost
Additional Information Any information that is not itemised in the lists above		
	Hard Copy Contact School Office - Tel 01228 711602 or email head@greatorton.cumbria.sch.uk	10p per sheet

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 10p per sheet	Actual cost
	Postage 100g = £4.30 250g - 750g = £5.20	Actual cost of Royal Mail Signed For 1st class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Total Charge for Hardcopy requests	10p per sheet plus cost of postage – Royal Mail 1 st Class Signed For	