



Crosscrake CE Nursery and Primary School

Freedom of Information Publication Scheme

Date last reviewed	January 2026	
Next review	January 2029 or earlier if legislative changes require it	
Signed	ALBarnsley	PBlackburn
Date	2.2.26	2.2.26

Freedom of Information

Guide to information available from Crosscrake CE Nursery and 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).	School website – www.crosscrake.cumbria.sch.uk Hard copy	Free Admin charges may apply to printed copies
Head teacher's contact details.	School website	Free
Who's who in the school/academy.	School website	Free
Maintained schools only: Who's who on the governing body/board of governors and selection criteria for appointment.	School website	Free
Academies only: Who's who on the board of trustees.	n/a	

Current information to be published	How you can obtain information	Cost
Governing body's or board of governors'/trustees' contact details.	School website	Free
Instrument of Government/Articles of Association.	Hard copy from Clerk to Govs	Admin charges may apply to printed copies
School/academy prospectus (if any).	Website	free
School/academy session times and term dates	Website	free
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.	Hard copy from Clerk to Govs Westmorland and Furness (Local authority)	Admin charges may apply to printed copies
Annual budget and financial statements or the academy annual accounts.	Westmorland and Furness (Local authority)	Free
Capital funding.	DfE website	Free
Financial audit reports.	Hard copy from Clerk to Govs	Admin charges may apply to printed copies
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Hard copy from Clerk to Govs	Admin charges may apply to printed copies
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 from Clerk to Govs	Admin charges may apply to printed copies

Current information to be published	How you can obtain information	Cost
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Hard copy from Clerk to Govs	Admin charges may apply to printed copies
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Hard copy from Clerk to Govs	Admin charges may apply to printed copies
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 from Clerk to Govs	Admin charges may apply to printed copies
Details of any premiums we receive such as Pupil premium.	School office	Admin charges may apply to printed copies

Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	Some on website and some hard copy	
Annual Report.		
Latest report from the regulator Ofsted. • Summary • Full report • Post-inspection action plan	School website	Free
Exam and assessment results.	School website (where a cohort is low then KS2 results are not published)	Free
Performance tables	School website	Free
Careers programme information	n/a	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	School website	Free

Current information to be published	How you can obtain information	Cost
Our school profile and performance data supplied to the Government (GIAS)	School website	Free
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.	Hard copy from school office	Admin charges may apply to printed copies
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy and some on website	
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.	School office	Admin charges may apply to printed copies
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.	Clerk to the Govs	Admin charges may apply to printed copies
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.	School website	Free

Current information to be published	How you can obtain information	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	School website	Free
Safeguarding and child protection, including protecting children's personal data.	School office	Admin charges may apply to printed copies
Equality and Diversity.	School website	Free
Policies and procedures relating to recruitment and human resources.	School office	Admin charges may apply to printed copies
Special educational needs and disability.	School website	Free
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	School website	Free
Pay Policy	School Office	Admin charges may apply to printed copies
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)	School office	Admin charges may apply to printed copies

Current information to be published	How you can obtain information	Cost
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).	School website	Free
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	School office	Admin charges may apply to printed copies
Curriculum circulars and statutory instruments	School office	Admin charges may apply to printed copies
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	School office	Admin charges may apply to printed copies
Asset register and Information Asset register	School office	Admin charges may apply to printed copies
Any information we are currently legally required to hold in publicly available registers	School office	Admin charges may apply to printed copies

Current information to be published	How you can obtain information	Cost
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School office	Admin charges may apply to printed copies
School publications, leaflets, books, and newsletters	School office or website	Admin charges may apply to printed copies

Additional Information Any information that is not itemised in the lists above		

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 @ ..p per sheet (black & white)	Actual cost
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		