Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

School Freedom of Information Publication Scheme

Date Approved by Trust	**Oct 2025**
Statutory Policy	**Strongly Recommended**
Required on Website	**Yes (ICO requirement)**
Review Period	**3 Years**
Next Review Date	**Oct 2028**
Reviewed by	**Director of Governance**

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Introduction

This is the Bishop Wilkinson Catholic Education Trust Publication Scheme on information available under the Freedom of Information Act 2000 (FOIA). It applies to all schools within the Trust.

Bishop Wilkinson Catholic Education Trust and the schools within are classed as public bodies. One of the aims of the FOIA is to ensure public authorities are clear and proactive about the information they make public.

To meet this requirement, we have produced this publication scheme, setting out:

- *The information 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.*

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

Aims and Objectives

This publication scheme is a means of showing how we are pursuing our aims of:

- enabling every child to fulfil their learning potential, with education that meets the needs of each child

- helping every child develop the skills, knowledge and personal qualities needed for life and work

Information Published

The publication scheme guides you to information which we currently publish or which we will publish in the future. The information that we undertake to make available is organised into the following areas:

- Organisational information, structures, locations and contacts
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures

- Lists and registers
- The services we offer

How to Request Information

Should you wish to make a request you must do so in writing and give your name and address (email addresses are valid). You can email this request to the school at enquiries@wsj.bwcet.com

Alternatively, you can contact:
Mrs Maher
St. Joseph's Catholic Primary School
Village Lane
Washington
NE38 7HU
0191 917 2484

To help us process your request quickly, please clearly mark any correspondence **"FREEDOM OF INFORMATION REQUEST**".

If the information you are looking for isn't available via the scheme (and isn't on our website www.washingtonstjosephs.com)**,** you can contact the school to ask if we have it.

Paying for Information

Information published on our website is free. Single copies of information covered by this publication are provided free unless stated. If your request entails a significant amount of photocopying/printing, or paying a large 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.

Information Currently Published

Class	Description
Who we are and what we do Organisational information, structures, locations and contacts *Current information only*	• **Articles of Association** – legal document detailing how the Trust is run agreed by Members • **School prospectus** - the contents of the school prospectus (if any) • **The Curriculum** - An outline of the school curriculum • **Local Governing Committee** - Names of the governors and details of how to contact them via the school • **School session times and term dates** • **Location and contact information** - address, telephone number, email address, website, names of key personnel

Class	Description
What we spend and how we spend it Financial information about income and expenditure, procurement, contracts and audit *Current and previous two financial years*	• **Annual budget plan and financial statements** - details of sources of funding/income together with the annual budget plan and the school's annual income and expenditure returns. Expenditure over £5k, including costs, supplier and transaction information. (Published at least annually but at a more frequent quarterly or six-monthly interval where it is practical to do so). • **Capital funding** - Information on major plans for capital expenditure. Details of capital funding allocation together with information on related building/capital projects (including PFI or public-private partnership contracts). • **Financial audit reports** • **Procurement and contracts** - Details of procedures used for the acquisition of goods and services. Details of formally tendered contracts. • **Pay Policy** - School's policy and procedures regarding teachers' pay. • **Staff allowances and expenses** - Details of the allowances/expenses that can be incurred/claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation (for staff paid over £60k per annum). • **Staff pay and grading structures** – Names/positions of all staff, and how they may be contacted. May be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff (salaries bands of £10k) For junior posts, levels of pay should be identified by salary range. • **Governors' allowances** - Details of allowances/expenses that can be incurred/claimed, and a record of total payments made to individual Governors.

Class	Description
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews *Current information Where information is publicly available via an external website, the school may provide a direct link to that*	• **Performance data** - supplied to the government • **Latest Ofsted report** - provide a link to the report on the Ofsted website. • **Performance management information** - Performance management policy/procedures adopted by the LGC. • **School's future plans** - Any major proposals for the future of the school e.g. consultation on a change in school status. • **Safeguarding and child protection** – Policies/procedures in place to ensure that the school exercises its safeguarding functions with a view to promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.
How we make decisions Decision-making processes and records of decisions *Current and previous three years*	• **Admissions Policy/decisions** - School's admission arrangements/procedures, with information about the right of appeal, application numbers/patterns of successful applicants, including criteria on which applications were successful • **Minutes of meetings of the LGC/Committees** – approved minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of confidential information
Our policies and procedures Current written protocols, policies, procedures for delivering services and responsibilities *Current only*	• **School policies and other documents** – As a minimum statutory policies, procedures and documents. • **Records management/personal data policies** - information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies • **Equality and diversity** - Policies, schemes, statements, procedures and guidelines relating to equal opportunities • **Policies/procedures for staff recruitment** - including details of current vacancies • **Charging regimes and policies** - Details of statutory charging including charges made for information routinely published, stating what costs are recovered, the basis on which they are made, and how they are calculated. *If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.*

Class	Description
Lists and registers *Currently maintained lists/registers only*	• **Curriculum circulars and statutory instruments** - Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/LGC concerning the curriculum • **Disclosure logs** - If a school produces a disclosure log indicating the information provided in response to requests, it should be available. Recommended as good practice • **Asset register** - Information from capital asset registers to be available • **Any information the school is currently legally required to hold in publicly available registers**
The services we offer Information about the services the school provides including leaflets, guidance and newsletters.	May also relate to information covered in other classes. Examples of services that could be included here are: • **Extra-curricular activities** • **Out of school clubs** • **School publications** • **Services for which school is entitled to recover a fee, together with those fees** • **Leaflets, booklets and newsletters**

Queries and Complaints

If you want to make any comments about this publication scheme, you require further assistance please contact the Headteacher. If you wish to make a compliant regarding information provided through a Freedom of Information request please address this to the Chair of Governors by email at gdpr@bwcet.com, stating the school name and the reason for your complaint within 40 days of the FOI response. The Chair has 20 days working in which to provide a response.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner
Wycliffe House,
Water Lane, Wilmslow
Cheshire, SK9 5AF

Enquiry/Information Line:	0303 123 1113
Website :	https://ico.org.uk/
'Contact us' link on website:	https://ico.org.uk/global/contact-us/

Monitoring and Review

The Board of Directors are responsible for monitoring the implementation of policy. They will review it every 3 years.

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Part of the Bishop Wilkinson Catholic Education Trust
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