


LOWTHER ENDOWED SCHOOL

**FREEDOM OF INFORMATION
PUBLICATION SCHEME**

Approved by	
Name:	Carla Weild
Position:	Headteacher
Signed:	
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Freedom of Information

Guide to information available from Lowther Endowed 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 or by entering the link address into your browser. Some information like certain lists, registers, and logs may only be available for inspection.

The school website address is: <https://www.lowther.cumbria.sch.uk/>

The school email address is: admin@lowther.cumbria.sch.uk

The school telephone number is: 01931 712344

The Headteacher is: Mrs Carla Weild head@lowther.cumbria.sch.uk

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).	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Head teacher's contact details.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Who's who in the school.	https://www.lowther.cumbria.sch.uk/	Download/view FOC

Current information to be published	How you can obtain information	Cost
Who's who on the governing body and selection criteria for appointment.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Governing body's contact details.	Via the Clerk: emma.daley@lowther.cumbria.sch.uk	Download/view FOC
Instrument of Government	https://www.lowther.cumbria.sch.uk/	Download/view FOC
School prospectus (if any).	We do not publish a school prospectus but please contact us for any information about the school	n/a
School session times and term dates	https://www.lowther.cumbria.sch.uk/	Download/view FOC
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.	Available on request from the school office admin@lowther.cumbria.sch.uk	By email FOC
Annual budget and financial statements.	Available on request from the school office admin@lowther.cumbria.sch.uk	By email FOC
Capital funding.	Available on request from the school office admin@lowther.cumbria.sch.uk	By email FOC
Financial audit reports.	Available on request from the school office admin@lowther.cumbria.sch.uk	By email FOC
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Not held	n/a

Current information to be published	How you can obtain information	Cost
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Data not published to protect data subjects	n/a
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
Governor' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On request to Clerk to Governors Emma.daley@lowther.cumbria.sch.uk	Cost of extraction of data
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.	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
Details of any premiums we receive such as Pupil premium.	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data

Class 3 – What our priorities are and how we are doing Our current strategies and plans, performance indicators, audits, inspections, and reviews.	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
Annual Report.	Not produced or held.	n/a
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> • Summary • Full report • Post-inspection action plan 	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Exam and assessment results.	https://www.lowther.cumbria.sch.uk/	Download/view FOC

Current information to be published	How you can obtain information	Cost
Performance tables	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.	Non confidential items only On request to Clerk to Governors Emma.daley@lowther.cumbria.sch.uk	Cost of extraction of data
Our school profile and performance data supplied to the Government (GIAS)	https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/112342	Download/view FOC
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.	Not held	n/a
Class 4 – How we make decisions Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Non confidential items only On request to Clerk to Governors Emma.daley@lowther.cumbria.sch.uk	Cost of extraction of data
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.	https://www.lowther.cumbria.sch.uk/ Application numbers and statistics on request from the school office	Download/view FOC Cost of extraction of data
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	Non confidential items only On request to Clerk to Governors Emma.daley@lowther.cumbria.sch.uk	Cost of extraction of data

Current information to be published	How you can obtain information	Cost
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 by the English government and include handling information requests.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Safeguarding and child protection, including protecting children’s personal data.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Equality and Diversity.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Policies and procedures relating to recruitment and human resources.		
Special educational needs and disability.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Pay Policy	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data

Current information to be published	How you can obtain information	Cost
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) 	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
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).	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Class 6 – Lists and Registers Lists and registers we currently maintain (does not include the attendance register)	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
Curriculum circulars and statutory instruments	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	We do not operate CCTV	n/a
Disclosure logs i.e., information provided in response to FOIA requests	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
Asset register and Information Asset register	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data

Current information to be published	How you can obtain information	Cost
Any information we are currently legally required to hold in publicly available registers	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Extra-curricular activities	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Out of school clubs	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Services for which the school is entitled to recover a fee, together with those fees	https://www.lowther.cumbria.sch.uk/	Download/view FOC
School publications, leaflets, books, and newsletters	https://www.lowther.cumbria.sch.uk/	Download/view FOC
Additional Information Any information that is not itemised in the lists above		
For any further information please contact the school	On request from the school office admin@lowther.cumbria.sch.uk	Cost of extraction of data

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 @ 10p per sheet (black & white)	Actual cost will be confirmed at the time of request
	Photocopying/printing @ 32p per sheet (colour)	Actual cost will be confirmed at the time of request
	Staff time to extract data: please ask for a quotation	Quotation
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		