Published guide to information

Information	How the information can be obtained	Cost
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	**Website:** https://www.holyroodcatholicprimaryschool.co.uk/Parents/Policies/ **Website:** https://www.holyroodcatholicprimaryschool.co.uk/Parents/GDPR/ **Hard copy:** available upon request – contact school	Free Free 5p per page
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information').	**Website:** https://www.holyroodcatholicprimaryschool.co.uk/Parents/Policies/ **Hard copy:** available upon request – contact school	Free 5p per page
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	**Website:** https://www.holyroodcatholicprimaryschool.co.uk/Curriculum-Subjects/ **Hard copy:** available upon request – contact school	Free 5p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free