

# Freedom of Information

## Guide to information available from Redesdale Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who in the school	School booklet available from the school office or from the school's website	nil
Who's who on the governing body and the basis of their appointment	"	nil
Instrument of Government	"	nil
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	"	nil
School prospectus	"	nil
Annual Report	n/a	
Staffing structure	"	nil
School session times and term dates	"	nil

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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual budget plan and financial statements - nb this will exclude information that is properly regarded as private to the meetings.	Summary in Governing body minutes available as a hard copy from the school office following approval by the governors.	nil
Capitalised funding	“	nil
Additional funding	“	nil
Procurement and projects	“	nil
Pay policy	“	p/copy charge of 10p per sheet
Staffing and grading structure	“	nil
Governors’ allowances	“	nil

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report             <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Data available as hard copy from the school office. Ofsted reports available from the school website or from Ofsted website	p/copy charge of 10p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy available from the school office	p/copy charge of 10p per sheet
Schools future plans	“	nil
Every Child Matters – policies and procedures	“	p/copy charge of 10p per sheet

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	North Tyneside website	nil
Agendas of meetings of the governing body and (if held) its sub-committees - nb this will exclude information that is properly regarded as private to the meetings.	Summary in Governing body minutes available as a hard copy from the school office following approval by the governors.	p/copy charge of 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Summary in Governing body minutes available as a hard copy from the school office following approval by the governors.	p/copy charge of 10p per sheet

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
School policies including: <ul style="list-style-type: none"><li>• Charging and remissions policy</li><li>• Health and Safety</li><li>• Complaints procedure</li><li>• Staff conduct policy</li><li>• Discipline and grievance policies</li><li>• Staffing structure implementation plan</li><li>• Information request handling policy</li><li>• Equality and diversity (including equal opportunities) policies</li><li>• Staff recruitment policies</li></ul>	Hard copy available from the school office	p/copy charge of 10p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex education</li><li>• Special educational needs</li><li>• Accessibility</li><li>• Race equality</li><li>• Collective worship</li><li>• Careers education</li></ul>	Hard copy available from the school office	p/copy charge of 10p per sheet

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<ul style="list-style-type: none"><li>• Pupil discipline</li></ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	Hard copy available from the school office	p/copy charge of 10p per sheet
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.	See page 9. Charges will be made for the photocopying for any request for additional documents held by school. Documents that are given to parents as part of school routines will not be charged for, eg transition arrangements and school booklets for new starters.	

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<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Available from the school office	p/copy charge of 10p per sheet
Disclosure logs	Hard copies available for inspection only by authorised personnel	
Asset register	Hard copies available for inspection only by authorised personnel	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copies available for inspection only from the school office	

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Extra-curricular activities	Copies of letters available on request from the school office	nil
Out of school clubs	Information available from the club or the school office	nil
School publications		
Services for which the school is entitled to recover a fee, together with those fees	Letting and charging information available from the school office – inspection copy only	
Leaflets books and newsletters	Hard copies available from the school office or from the school website	p/copy charge of 10p per sheet
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	Any additional information is normally available through the school's website or on the school's notice boards	



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**Contact details:**  
**Redesdale Primary School**  
**Wiltshire Drive**  
**Wallsend**  
**Tyne and Wear**  
**NE28 8TS**

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Any requests for information must allow 14 days for receipt.