

Freedom of Information

Guide to information available from Swarland Primary School under the model publication scheme. See also GDPR policy.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website) http://www.swarland.northumberland.sch.uk/website	None
Who's who in the school	Website http://www.swarland.northumberland.sch.uk/website	None
Who's who on the governing body and the basis of their appointment	Hard Copy from HT	10p
Instrument of Government	Hard Copy from HT	10p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website http://www.swarland.northumberland.sch.uk/website	
School Information Service replacing prospectus	Website http://www.swarland.northumberland.sch.uk/website	
Annual Report	Not applicable	
Staffing structure	Hard Copy from HT	10p
School session times and term dates	Website http://www.swarland.northumberland.sch.uk/website	

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<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy –financial file kept in admin officer’s cupboard For inspection/audit only.</p>	<p>None</p>
<p>Annual budget plan and financial statements</p>	<p>Hard Copy from admin officer records.</p>	<p>10p</p>
<p>Capitalised funding</p>	<p>Hard Copy from admin officer records.</p>	<p>10p</p>
<p>Additional funding</p>	<p>Hard Copy from admin officer records.</p>	<p>10p</p>
<p>Procurement and projects</p>	<p>Hard Copy from admin officer records.</p>	<p>10p</p>
<p>Pay policy</p>	<p>Hard Copy from HT.</p>	<p>10p</p>
<p>Staffing and grading structure</p>	<p>Hard Copy from HT.</p>	<p>10p</p>
<p>Governors’ allowances</p>	<p>Hard Copy from HT</p>	<p>10p</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Website http://www.swarland.northumberland.sch.uk/website Hard Copy of School Development Plan from HT.</p>	<p>10p per sheet</p>

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School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> Summary Full report 	School Profile no longer needed. Website http://www.swarland.northumberland.sch.uk/website	
Performance management policy and procedures adopted by the governing body.	Hard Copy from HT	10p
Schools future plans	Hard Copy of School Development Plan	50p
Every Child Matters – policies and procedures	Hard Copy from HT	10p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website http://www.swarland.northumberland.sch.uk/website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy from HT	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy from HT	10p

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website http://www.swarland.northumberland.sch.uk/website</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website http://www.swarland.northumberland.sch.uk/website or Hard Copy from HT</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>Website http://www.swarland.northumberland.sch.uk/website or Hard Copy from HT</p>	
<p>Records management and personal data policies, including:</p>	<p>Hard Copy from HT.</p>	

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<ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 		
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Website http://www.swarland.northumberland.sch.uk/website</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(some information may only be available by inspection)</p>	
Curriculum circulars and statutory instruments	<p>Website http://www.swarland.northumberland.sch.uk/website or Hard Copy from HT</p>	
Disclosure logs	School keeps for inspection purposes only.	
Asset register	Hard copy from HT for inspection purposes only.	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy from HT only on approval.	

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Newsletter	free
Out of school clubs	Newsletter	free
School publications	Hard Copy from HT.	10p
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy from HT.	10p
Leaflets books and newsletters	Hard Copy from HT or admin office	free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Louise Fletcher - Headteacher Tel 01670 787346 or admin@swarland.northumberland.sch.uk

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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 *
	Photocopying/printing @ 20p 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		

* the actual cost incurred by the public authority

Revision Record of Issued Versions

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Author	Creation Date	Version	Status
Louise Fletcher	21.08.13	1.0	Pending Governor consultation
			Signed Governor:
Changed by	Revision Date		
School	19.7.16	2.0	Draft adapted version for consultation with staff and trade unions
School	2.11.16	3.0	Final version for publication
	19.9.18	3.0	Just added reference to GDPR.
	21.9.21	3.1	Amended school website address hyperlink