

# Freedom of Information

## Guide to information available from Slaley First School under the model publication scheme

### Class 1 - Who we are and what we do

**Slaley First School, Slaley Village, Northumberland, NE47 0AA**

Headteacher – Mrs Angela Hayward

Office Manager – Mrs Hayley Wilson

Current information only

Information - item	Available from	Cost
Who's who in the school - our staff	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>  Hard copy: available upon request - please contact school	Free  10p per page
Instrument of Government	Hard copy: available upon request - please contact school	10p per page
Who's who on the governing body -our governors and their roles	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>  Hard copy: available upon request - please contact school	Free  10p per page
Contact details for the Head teacher and for the Chair of Governors	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>  Hard copy: available upon request - please contact school	Free  10p per page
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School prospectus	Hard copy: available upon request - please contact school	10p per page
Staffing structure	Hard copy: available upon request - please contact school	10p per page
School session times and term dates	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>  Hard copy: available upon request - please contact school	Free  10p per page
Address of school and contact details, including email address.	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>  Hard copy: available upon request - please contact school	Free  10p per page

## 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)

Current and previous financial year as a minimum

Information - item	Available from	Cost
Annual budget plan and financial statements	Hard copies: available upon request - please contact school	10p per page
Capital funding		
Financial audit reports		

Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copies: available upon request - please contact school	10p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).		
Pay policy		
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		

### **Class 3 – Our priorities and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information - item	Available from	Cost
<ul style="list-style-type: none"> <li>Performance data supplied to the Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul>	<a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>	10p per page

<ul style="list-style-type: none"> <li>● The latest Ofsted Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>● Post-inspection action plan</li> </ul>	Hard copies: available upon request - please contact school	
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request - please contact school	10p per page
Performance data or a direct link to it	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free 10p per page
Safeguarding and child protection	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free 10p per page

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Information - item	Available from	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free 10p per page
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copies available upon request - please contact school	10p per page

**Class 5 – Our policies and procedures**

Information - item	Available from	Cost
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 copies: available upon request - contact school Hard copies: available upon request - contact school  Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a>	10p per page   Free
Charging regimes and policies.	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free  10p per page

**Class 6 – Lists and Registers**

Currently maintained lists and registers only (this does not include the attendance register).

Information - item	Available from	Cost
Curriculum circulars and statutory instruments	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free  10p per page
Disclosure logs	Hard copy: available upon request - please contact school	10p per page
Asset register	Hard copy: available upon request - please contact school	10p per page
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available upon request - please contact school	10p per page

**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)

Information - item	Available from	Cost
Extra-curricular activities	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free  10p per page
Out of school clubs	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - please contact school	Free  10p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - contact school	Free  10p per page
School publications, leaflets, books and newsletters	Website: <a href="https://www.slaley.northumberland.sch.uk/web">https://www.slaley.northumberland.sch.uk/web</a> Hard copy: available upon request - contact school	Free  10p per page

**Schedule of Charges**

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	10p per page
	Photocopying/printing @ 10p per sheet (colour)	10p per page
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Public Authorities may charge where the cost of compliance with a request exceeds the appropriate limit.	In accordance with the relevant legislation <a href="https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf">https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.p df</a>