

Freedom of Information Guide to information available from Golden Flatts Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	As per schedule of charges
Who's who in the school	Hard copy and website	As per schedule of charges
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy and website	As per schedule of charges
Instrument of Government / Articles of Association	Hard copy and website	As per schedule of charges
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard copy and website	As per schedule of charges

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Staffing structure	Hard copy	As per schedule of charges
School session times and term dates	Hard copy and website	As per schedule of charges
Address of school and contact details, including email address.	Hard copy and website	As per schedule of charges
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.	(hard copy and/or website) Hard copy	
Annual budget plan and financial statements	Hard copy	As per schedule of charges
Capital funding	Hard copy	As per schedule of charges
Financial audit reports	Hard copy	As per schedule of charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Hard copy	As per schedule of charges

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practical.		
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).	Hard copy	As per schedule of charges
Pay policy	Hard copy	As per schedule of charges
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.	Hard copy	As per schedule of charges
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	As per schedule of charges

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<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard copy Online Ofsted website</p>	<p>As per schedule of charges</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>As per schedule of charges</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.</p>	<p>Hard copy and website</p>	<p>As per schedule of charges</p>
<p>Safeguarding and child protection</p>	<p>Hard copy</p>	<p>As per schedule of charges</p>

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Hard copy and website HBC website</p>	<p>As per schedule of charges</p>
<p>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).</p>	<p>Hard copy</p>	<p>As per schedule of charges</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p> <ol style="list-style-type: none"> 1. Absence Management Policy & Procedure 2. Acceptable Use Policy 3. Accessibility Plan 4. Admissions arrangements 5. Administration of Medication Policy 6. Asbestos Management Procedures 7. Alcohol and Substance Misuse Policy & Procedure 8. Allegations of Abuse Against Staff Policy 9. Anti-Fraud and Corruption Strategy 10. Appraisal Policy & Procedure (Support Staff) 11. Appraisal Policy for Teaching Staff 12. Attendance Policy 13. Behaviour and Mental Health Policy 14. Bodily Fluids and Good Hygiene Policy 15. Bullying and Harassment Policy & Procedure 16. Capability Policy & Procedure (Teaching) 	<p>(hard copy or website)</p> <ol style="list-style-type: none"> 1. Hard Copy 2. Hard Copy and Website 3. Hard Copy and Website 4. Hard Copy and Website 5. Hard Copy and Website 6. Hard Copy 7. Hard Copy 8. Hard Copy and Website 9. Hard Copy 10. Hard Copy 11. Hard Copy 12. Hard Copy and Website 13. Hard Copy and Website 14. Hard Copy and Website 15. Hard Copy 16. Hard Copy 	<p>With all hard copies as per schedule of charges</p>
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17. Capability Policy & Procedure (Support Staff)	17. Hard Copy	With all hard copies as per schedule of charges
18. Career Break Policy & Procedure	18. Hard Copy	
19. Child Protection Policy	19. Hard Copy and Website	
20. Children Missing Education Policy	20. Rewrite - HC and Website	
21. Charging and Remissions Policy	21. Hard Copy and Website	
22. Complaints Procedure Policy	22. Hard Copy and Website	
23. Confidential Reporting Policy & Procedure	23. Hard Copy	
24. Death in Service Policy & Procedure	24. Hard Copy	
25. Discipline Policy & Procedure	25. Hard Copy	
26. Early Years Policy	26. Hard Copy and Website	
27. Early Years Home Visit Policy	27. Hard Copy and Website	
28. Early Years 2 Year Olds Policy	28. Hard Copy and Website	
29. Early Years Supervision Policy	29. Hard Copy and Website	
30. Electrical Safety Policy	30. Hard Copy	
31. Emergency Dependants Leave and Parental Leave Policy and Procedure	31. Hard Copy	
32. Equalities Information and Objectives Plan	32. Hard Copy and Website	
33. Equality in Employment Policy & Procedure	33. Hard Copy	
34. Extremism and Anti Radicalisation Policy	34. Hard Copy and Website	
35. Flexible Working Policy and Procedure	35. Hard Copy	
36. First Aid Policy	36. Hard Copy and Website	
37. Financial Procedures Policy	37. Hard Copy	

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38. Gas Safety Policy	38. Hard Copy	With all hard copies as per schedule of charges
39. Governors Allowances Policy	39. Hard Copy and Website	
40. Grievance Policy & Procedure	40. Hard Copy	
41. Health and Safety Policy	41. Hard Copy and Website	
42. Home / School Agreement	42. Hard Copy and Website	
43. Intimate Care Policy	43. Hard Copy and Website	
44. Information Security – Information Reporting Policy	44. Hard Copy and Website	
45. Lone Worker Protocol	45. Hard Copy	
46. Looked After Children Policy	46. Hard Copy and Website	
47. Managing Staffing Levels Policy & Procedure	47. Hard Copy	
48. Maternity Policy and Procedure	48. Hard Copy	
49. Nurture Policy	49. Hard Copy and Website	
50. Part-time Working in Schools (Teaching)	50. Hard Copy	
51. Pay Policy for Teaching and Support Staff	51. Hard Copy	
52. Positive Handling Policy	52. Hard Copy and Website	
53. Privacy Notices: Parents, Pupils and Staff	53. Hard Copy and Website	
54. Probationary Policy & Procedure (Support Staff)	54. Hard Copy	
55. Promoting British Values Policy	55. Hard Copy and Website	
56. Safeguarding & Promoting the Welfare of Children Policy Safeguarding	56. Hard Copy and Website	
57. Sex and Relationships Policy	57. Hard Copy and Website	
58. Staff Code of Conduct	58. Hard Copy and Website	

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<p>59. Safer Recruitment in Schools Policy & Procedure 60. Staff Absence and Leave of Absence Procedures and Management 61. Social Networking Policy & Procedure 62. Shared Parental Leave, Paternity Leave and Maternity Support Leave Policy & Procedure 63. Special Educational Needs and Disability Policy 64. Supporting Pupils at School with Medical Conditions Policy 65. Whistle Blowing Policy and Procedure</p>	<p>59. Hard Copy 60. Hard Copy 61. Hard Copy 62. Hard Copy 63. Hard Copy and Website 64. Hard Copy and Website 65. Hard Copy and Website</p>	<p>With all hard copies as per schedule of charges</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies). 	<p>North Yorkshire Policies adopted for all available hard copy.</p>	<p>As per schedule of charges</p>

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<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments.	Hard copy online HBC	As per schedule of charges
Disclosure logs	Hard copy	As per schedule of charges
Asset register	Hard copy	As per schedule of charges
Any information the school is currently legally required to hold in publicly available registers. This does not include attendance registers.	Hard copy	As per schedule of charges

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy	As per schedule of charges
Out of school clubs	Hard copy	As per schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	Hard copy and website	As per schedule of charges
School publications, leaflets, books and newsletters.	Hard copy	As per schedule of charges

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<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above.</p>		
<p>Term dates and other key dates</p>	<p>Hard copy and website</p>	<p>As per schedule of charges</p>



Information Commissioner's Office

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Contact details:

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Head of School
Golden Flatts Primary School
Seaton Lane,
Hartlepool,
TS25 1HN

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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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		



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