

Freedom of Information

Guide to information available from Moorside Primary School

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do?		
This will be current information only	Available on our school website	Free of charge
Who's who in the school	Available on our school website	Free of charge
Who's who on the governing body / board of governors and the basis of their appointment	Available via school office	Free of charge
Instrument of Government	Available via School office	Free of charge
Contact details for the Headteacher and for the governing body, via the school	Available on school website	Free of charge
School Information	Available via the school	Free of charge
School session times and term dates	Available on school	Free of

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	website or via the school office	charge
Address of school and contact details, including email address.	Available on school website	Free of charge
Class 2 – What we spend and how we spend it? <ul style="list-style-type: none"> • Current and previous financial year as a minimum • Annual budget plan and financial statements • Capital funding information • Financial audit reports 	Available on request	8p per mono sheet / 10p per colour sheet
Pay policy & pay scales	Newcastle City Council Policy adopted	Price on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Governor Services @ Newcastle City Council	Price on request
Class 3 – What our priorities are and how we are doing? School vision & future plans / policies / pupil results / inspection reports / parent consultation information	Available on school website/Head Teacher/	Free of charge

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	via school office	
School profile <ul style="list-style-type: none"> • DFE Performance data information • The latest Ofsted (summary and full report) 	Available on school website or Newcastle Council website	Free of charge
Performance management policy and procedures adopted by the governing body.	Available via the school office	Free of charge
Safeguarding and child protection policies	Available via the school office and school website	Free of charge
Class 4 – How we make decisions		
Governing Body agendas / minutes / reports (non-confidential)	Available on request from the Chair of Governors	Price on request for printed copies
Admissions policy	As per Newcastle City Council -Available on school website	Free of charge
Class 5 – Our policies and procedures		
Current information only all statute and local policies and procedures are displayed on the school website.	Available on school website	Free of charge

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Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Data protection (including information sharing policies) Records retention, destruction and archive policies 	Available on school website or via the school office Adopted Newcastle City Council policy	Free of charge
Charging and remissions policy	Available on school website	Free of charge
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Limited information available and may only be available by inspection	Price on application
Any information the school is currently legally required to hold in publicly available registers	Held on school premises.	Price on application
Class 7 – The services we offer Extra – curricular activities (out of school clubs) School trips / swimming / events / tournaments / etc.	Available on school website or via the school office– note: some information may only be available by	Free of charge

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	inspection	
School publications, leaflets, books and newsletters	Available on our school website or via the school office.	Free of charge

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 8p per sheet (black & white)	Actual cost plus proportion of rental
	Photocopying/printing @ 10p per sheet (colour)	Actual cost plus proportion of rental
	Postage	Actual cost: Royal Mail standard 2 nd class