

Freedom of Information

Guide to information available from Canning Street Primary school under the model publication scheme



Introduction

At Canning Street Primary School our policies are regularly reviewed. This reflects current practice within school and all related government guidance and statutory requirements.

Information to be published.	How the information can be obtained
Class 1- Who we are and what we do This will be current information only	School website, hard copy
Who's who in the school	School website, hard copy
Who's who on the governing body and the basis of their appointment	School website, hard copy
Instrument of Government / Articles of Association	Hard copy
Contact details for the Head teacher and for the governing body, via the school	School website, hard copy
School Information	Hard copy
School session times and term dates	School website, hard copy
Address of school and contact details, including email address	School website, hard copy

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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
Pay policy & Pay scales	Available 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
Class 3- What our priorities are and how we are doing School vision & future plans/policies/pupil results/inspection reports/parent consultation information	School website, hard copy
School profile <ul style="list-style-type: none">• DfE Performance data information• The latest Ofsted report (summary and full report)	School website, Newcastle City Council website
Performance management policy and procedures adopted by the governing body	Hard copy
The school's future plans; proposals for and any consultation on the future of the school	Hard copy
Safeguarding and child protection	School website, hard copy
Class 4- How do we make decisions. 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)	Available on request from the Chair of Governors via the school office.
Admissions policy/decisions (not individual admission decisions) – where applicable	School website, hard copy

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Class 5- Our policies and procedures All statute and local policies and procedures Current information only	School website, hard copy
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies)	School website, hard copy
Charging regimes and policies	School website, hard copy
Class 6- Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Available on request – note: some information may only be available by inspection
Asset register	Available on request – note: some information may only be available by inspection
Any information the school is currently legally required to hold in publicly available registers	Held on school premises
Class 7- The Services we offer Current information only Extra-curricular activities (Out of school clubs)	School website, hard copy
Services for which the school is entitled to recover a fee, together with those fees	Available on request – note: some information may only be available by inspection
School publications, leaflets, books and newsletters	School website, hard copy

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Contact details: Canning Street Primary School, Wellfield Road, Newcastle upon Tyne, NE4 8PA
Tel. 01912735465 email: admin@canning.newcastle.sch.uk

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Where information is already in the public domain we would not usually provide that information under the FOI Act.

Where we provide under the FOI Act the following charges may apply:

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 @ 8p per sheet (black & white)	cost of paper and printing
	Photocopying/printing @ 10p per sheet (colour)	cost of paper and printing
	Postage	Royal Mail delivery cost depending on size and weight of item.
Statutory Fee		In accordance with the relevant legislation

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