

Freedom of Information

Guide to information available from Archbishop Runcie First School under the model publication scheme

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below.

Email: admin@archbishop.newcastle.sch.uk

Telephone: 0191 285 2663

Contact Address: Archbishop Runcie Church of England First School, Christon Road, Gosforth,
Newcastle upon Tyne NE3 1US

To help us process your request quickly, please clearly mark any correspondence
"PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for isn't available via the scheme you can still contact the school to ask if we have it.

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Information to be published. This includes datasets where applicable	How the information can be obtained	Cost (see end)
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	
Who's who in the school	hard copy and/or website	
Who's who on the governing body / board of governors and the basis of their appointment	hard copy and/or website	

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Instrument of Government / Articles of Association	hard copy and/or website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	hard copy and/or website	
School prospectus (if any)	hard copy and/or website	
Annual Report (if any)	hard copy and/or website	
Staffing structure	hard copy and/or website	
School session times and term dates	hard copy and/or website	
Address of school and contact details, including email address.	hard copy and/or 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>	hard copy and/or website	
Annual budget plan and financial statements	hard copy	
Capital funding	hard copy	
Financial audit reports	hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	hard copy	

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	hard copy	
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.	hard copy	
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	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	hard copy	

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<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>(hard copy or website)</p>	
<p>School profile (if any)</p> <p>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 or website</p>	

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<ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	hard copy or website	
Performance data or a direct link to it	hard copy	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	hard copy or website	
Safeguarding and child protection	hard copy or website	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	

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Admissions policy/decisions (not individual admission decisions) – where applicable	hard copy or website	
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 copy or website	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales,</p>	(hard copy or website)	

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<p>this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</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>hard copy or website</p>	
<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>If the school charges a fee for re-licensing the use of datasets, it</p>	<p>hard copy or website</p>	

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should state in its guide how this is calculated (please see "How to complete the Guide to information").		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	hard copy or website	
Disclosure logs	hard copy	
Asset register	hard copy	
Any information the school is currently legally required to hold in publicly available registers	hard copy	
Class 7 – The services we offer	(hard copy or website;	

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	some information may only be available by inspection)	
Extra-curricular activities		
Out of school clubs		
Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters	hard copy or website	

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SCHEDULE OF CHARGES

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * (* the actual cost incurred by the public authority)
	Photocopying/printing @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

The Chair of Governors

Archbishop Runcie Church of England (VA) First School, Christon Road, Gosforth, Newcastle upon Tyne NE3 1US

Tel: 0191 285 2663

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

<https://ico.org.uk/for-organisations/education/>