

FREEDOM OF INFORMATION

Seaton Delaval First School has an obligation to make certain information to the public. The below guide advises of the kinds of information that we are expected to provide in order to meet our commitments under the Information Commissioner's Office model publication scheme.

We are expected to make the information available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

We will provide as much information as possible on a routine basis.

GUIDE TO INFORMATION AVAILABLE FROM SEATON DELAVAL FIRST SCHOOL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
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	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Who's who on the governing body and the basis of their appointment	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Instrument of Government	Hard copy: contact secretary	2p per sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
School prospectus	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Annual Report	N/A	
Staffing structure	Hard copy: contact secretary	2p per sheet
School session times and term dates	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet

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)	
Annual budget plan and financial statements	Hard copy: contact secretary	2p per sheet
Capitalised funding	Hard copy: contact secretary	2p per sheet
Additional funding	N/A	
Procurement and projects	Hard copy: contact secretary	2p per sheet
Pay policy	Hard copy: contact secretary	2p per sheet
Staffing and grading structure	Hard copy: contact secretary	2p per sheet
Governors' allowances	N/A	2p per sheet
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)	
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy: contact secretary	2p per sheet
Schools future plans	Hard copy: contact secretary	2p per sheet
Every Child Matters – policies and procedures	Hard copy: contact secretary	2p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website: www.northumberland.gov.uk Hard copy: contact secretary	2p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy: contact secretary	2p per sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy: contact secretary	2p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy: contact secretary	2p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard copy: contact secretary	2p per sheet
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) 	Hard copy: contact secretary	2p per sheet
Charging regimes and policies. 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.	Hard copy: contact secretary	2p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy: contact secretary	2p per sheet

Disclosure logs	N/A	
Asset register	Inspection Only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only	
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Out of school clubs	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications Leaflets books and newsletters	Website: www.seatondelaval.northumberland.sch.uk Hard copy: contact secretary	Free 2p per sheet
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost 2p
	Photocopying/printing @2p per sheet (colour)	Actual cost more!
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

For further information, please feel free to contact the school using the details below:

By Post: **Seaton Delaval First School**
 Western Avenue
 Seaton Delaval
 Whitley Bay
 Tyne & Wear
 NE25 0EP

Email: admin@seatondelaval.northumberland.sch.uk

Telephone: **0191 2371239**