

## Freedom of Information Policy Statement

### Guide to information available from William Cassidi C. E. Aided Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>                      William Cassidi C. E. Aided Primary School,                      Morrison Street,                      Stillington,                      Stockton on Tees                      TS21 1JD</p> <p>Telephone: 01740 630270                      Fax: 01740 630270                      E-Mail: <a href="mailto:william.cassidi@stockton.gov.uk">william.cassidi@stockton.gov.uk</a>                      Website: <a href="http://www.williamcassidi@eschools.org.uk">www.williamcassidi@eschools.org.uk</a></p>	Hard copy and website	Free
Who's who in the school	School prospectus and website	Free
Who's who on the governing body and the basis of their appointment	School prospectus and website	Free
Instrument of Government	Hard copy	Cost
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School prospectus and website	Free
School prospectus	School website	Free
Annual Report	School profile (hard copy/DCSF website)	Cost

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Staffing structure	Hard copy	Cost
School session times and term dates	School prospectus and website	Free
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year	Newsletter to parents (hard copy) and website	Cost for additional copy
Annual budget plan and financial statements	Hard Copy	Cost
Capitalised funding	Hard Copy	5 pence per A4 sheet
Additional funding	Hard Copy	Cost
Procurement and projects	Hard Copy	Cost
Pay policy	Hard Copy	Cost
Staffing and grading structure	Hard Copy	Cost
Governors' allowances	Hard Copy	Cost
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy	Cost
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>	Hard copy, website and DCSF website	Cost for hard copy

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- Summary - Full report		
Performance management policy and procedures adopted by the governing body.	Hard copy	Cost
Schools future plans	Hard copy	Cost
Policies and procedures	Hard copy and selected on website	Cost
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous three years		
Admissions policy/decisions (not individual admission decisions)	Hard copy	Cost
Agendas of meetings of the governing body and its sub-committees	Hard copy	Cost
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	Cost
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy	Cost
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> </ul>	Hard copy and website	Cost

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<ul style="list-style-type: none"> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy (part of the GDPR policy)</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and relationships education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• PSHE</li> <li>• Pupil behaviour and discipline</li> <li>• Anti bullying</li> </ul>	<p>School website and additional hard copy information</p>	<p>Cost for additional hard copies</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• GDPR data protection (including information sharing policies, consent and privacy notices)</li> </ul>	<p>Hard copy</p>	<p>Cost</p>
<p>Charging regimes and policies.</p>	<p>Hard copy</p>	<p>Cost</p>

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Inspection	Free
Curriculum circulars and statutory instruments	Inspection	Free
Disclosure logs	Inspection	Free
Asset register	Inspection	Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection	Free
<b>Class 7 – The services we offer</b>		
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	Cost for hard copy
Extra-curricular activities	Newsletter (hard copy), noticeboard and website	Cost for additional hard copies
Out of school clubs	Newsletter (hard copy), noticeboard and website	Cost for additional hard copies
School publications	Hard copy	Cost
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	Cost

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Leaflets, books and newsletters	Hard copy (newsletters also available on website)	Cost for additional hard copies
<b>Additional Information</b>		
Individual pupil records	Hard copy	Cost

**Contact details: Mrs. J. Campbell, Headteacher**

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Postage as charged by size and weight	Actual cost of Royal Mail standard 2 <sup>nd</sup> class for size and weight
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

- the actual cost incurred by the public authority

Policy approved by the governing body:

Date for review: