



North Road Community Primary School

**North Road
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<http://www.northroadprimaryschool.co.uk>**



Freedom of Information Scheme

This scheme follows the model approved by the Information Commissioner Office and commits our school to make information available to the public as part of its normal business activities.

We will:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Where information is held, along with all associated charges, can be found in our 'Guide to information' which is in the appendix to this document

1. Classes of information

Information that is available under this scheme includes:

- Who we are and what we do: Organisational information, locations and contacts, information on constitutional and legal governance.

- What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions: Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- Our policies and procedures: Current written protocols for delivering our functions and responsibilities.
- Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the school.
- The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which will not be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

2. How information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the school website. Where this is impracticable, or you do not wish to access the information via the school website, information covered by this scheme can also be obtained by contacting our DPO at: northroadprimary@sgmail.org.uk

Requested information under this scheme will be delivered electronically, but paper copies can be provided.

Where you wish to view any of the information listed above, please request an appointment by contacting our DPO at: northroadprimary@sgmail.org.uk

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

To enable us to process your request quickly, please mark correspondence:

“PUBLICATION SCHEME INFORMATION REQUEST”

3. Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please

mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

4. Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material which has been published and accessible on the school website is available free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedule of fees – this is available via our 'Guide to information'. Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.

Where a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

5. Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing board using the contact details on the school website:

<https://www.northroadprimaryschool.co.uk/>

Guide to Information

Information available from **North Road Community Primary School** under the model publication scheme

This covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts		
Contact details for the school, postal and email address.	https://www.northroadprimaryschool.co.uk/	Free
Head teacher's contact details	https://www.northroadprimaryschool.co.uk/	Free
Who's who in the school	https://www.northroadprimaryschool.co.uk/	Free
Who's who on the governing body / board of governors and selection criteria for appointment	https://www.northroadprimaryschool.co.uk/	Free
Governing body's contact details	https://www.northroadprimaryschool.co.uk/	Free
Instrument of Government	https://www.northroadprimaryschool.co.uk/	Free
School prospectus	https://www.northroadprimaryschool.co.uk/	Free
School session times and term dates	https://www.northroadprimaryschool.co.uk/	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
Annual budget and financial statements	Hard copy	See schedule of charges
Capital funding	Hard copy	See schedule of charges
Financial Audits reports	Hard copy	See schedule of charges
Details of expenditure items over £2000 (<i>published at least annually, where practical, at a more frequent quarterly or six-monthly interval</i>)	Hard copy	See schedule of charges
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy	See schedule of charges

Information to be published	How you can obtain the information	Cost
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy	See schedule of charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	See schedule of charges
Procurement and contracts we have entered into	Hard copy	See schedule of charges
Details of any premiums we receive such as Pupil premium.	Hard copy	See schedule of charges
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Annual Report	https://www.northroadprimaryschool.co.uk/	Free
Latest Ofsted report	https://www.northroadprimaryschool.co.uk/	Free
Latest Post Inspection Action Plan	https://www.northroadprimaryschool.co.uk/	Free
Exam and assessment results	https://www.northroadprimaryschool.co.uk/	Free
Performance tables	https://www.northroadprimaryschool.co.uk/	Free
Performance Management Policy and Procedures	Hard copy	See schedule of charges
The school's future plans.	Hard copy	See schedule of charges
Latest School Performance Data	https://www.northroadprimaryschool.co.uk/	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	See schedule of charges
Class 4 – How we make decisions Decision making processes and records of decisions		
Admissions policy	https://www.northroadprimaryschool.co.uk/	Free

Information to be published	How you can obtain the information	Cost
Agendas and minutes of meetings of the governing body and its committees	Hard copy	See schedule of charges
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
Positive behaviour and Exclusion Policy	https://www.northroadprimaryschool.co.uk/	Free
Attendance Policy	https://www.northroadprimaryschool.co.uk/	Free
e-Safety policy	https://www.northroadprimaryschool.co.uk/	Free
Anti-Bullying Policy	https://www.northroadprimaryschool.co.uk/	Free
Homework Guidelines Policy	https://www.northroadprimaryschool.co.uk/	Free
Child Protection Policy	https://www.northroadprimaryschool.co.uk/	Free
Child on Child Abuse Policy 2022	https://www.northroadprimaryschool.co.uk/	Free
North Road Privacy Notice - Pupils	https://www.northroadprimaryschool.co.uk/	Free
Equalities Policy	https://www.northroadprimaryschool.co.uk/	Free
Staff Wellbeing Policy	https://www.northroadprimaryschool.co.uk/	Free
SEND Policy	https://www.northroadprimaryschool.co.uk/	Free
Complaints Policy	https://www.northroadprimaryschool.co.uk/	Free
Pay Policy	Hard copy	See schedule of charges
Data Protection Policy	https://www.northroadprimaryschool.co.uk/	Free
Records Retentions Policy	https://www.northroadprimaryschool.co.uk/	Free
North Road CCTV Policy	Hard copy	See schedule of charges
Charging and Remissions Policy	https://www.northroadprimaryschool.co.uk/	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		

Information to be published	How you can obtain the information	Cost
Curriculum circulars and statutory instruments	Hard copy	See schedule of charges
Details of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy	See schedule of charges
Disclosure logs	Hard copy	See schedule of charges
Asset register	Hard copy	See schedule of charges
Any information we are currently legally required to hold in publicly available registers	Hard copy	See schedule of charges
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Extra-curricular activities	Hard copy	See schedule of charges
Out of school clubs	Hard copy	See schedule of charges
Services for which we are entitled to recover a fee, together with those fees	Hard copy	See schedule of charges
Requests for paper copies of information	Hard copy	See schedule of charges
Our publications, leaflets, books and newsletters	https://www.northroadprimaryschool.co.uk/	Free

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 @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	CCTV Retrieval	£15 an hour
Statutory Fee	None	
Other	None	

* the actual cost incurred