

## Freedom of Information

Guide to information available from St Oswald's Catholic Primary School under the model publication scheme

Information to be published.	How the information can be obtained?
<p><b>Class 1 - Who we are and what we do</b></p> <p>Organization information, structures, locations and contacts</p>	<p>Website: <a href="https://www.stoswalds.newcastle.sch.uk/website">https://www.stoswalds.newcastle.sch.uk/website</a></p> <p>Hard copy – available upon request, contact school office</p>
<p>Who's who in the school</p>	<p>Website: <a href="http://www.stoswalds.newcastle.sch.uk/website/school_staff">http://www.stoswalds.newcastle.sch.uk/website/school_staff</a></p> <p>Hard copy – available upon request, contact school office</p>

<p>Who's who on the governing body / board of governors and the basis their appointment</p>	<p>Website: <a href="http://www.stoswalds.newcastle.sch.uk/website/governors/">http://www.stoswalds.newcastle.sch.uk/website/governors/</a></p> <p>Hard copy – available upon request, contact school office</p>
<p>Instrument of Government / Articles of Association</p>	<p>Hard copy – available upon request, contact school office</p>
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p>	<p>Website: <a href="http://www.stoswalds.newcastle.sch.uk/website/contact">http://www.stoswalds.newcastle.sch.uk/website/contact</a></p> <p>Hard copy – available upon request, contact school office</p>



Staffing structure	Hard copy – available upon request, contact school office
School term dates	Website: <a href="http://www.stoswalds.newcastle.sch.uk/website/term_dates">http://www.stoswalds.newcastle.sch.uk/website/term_dates</a>  Hard copy – available upon request, contact school office
Address of school and contact details, including email address.	Website: <a href="http://www.stoswalds.newcastle.sch.uk/website/contact">http://www.stoswalds.newcastle.sch.uk/website/contact</a>  Hard copy – available upon request, contact school office

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(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>	
<p>Annual budget plan and financial statements</p>	<p>Hard copy – available upon request, contact school office</p>
<p>Capital funding</p>	<p>Hard copy – available upon request, contact school office</p>
<p>Financial audit reports</p>	<p>Hard copy – available upon request, contact school office</p>
<p>Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).</p>	<p>Hard copy – available upon request, contact school office</p>
<p>Pay policy</p>	<p>Hard copy – available upon request, contact school office</p>

Staffing and grading structure	Hard copy – available upon request, contact school office

### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

- 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 report
  - Summary
  - Full report
  
- Section 48 RE Inspection

#### **Website:**

<https://www.compare-school-performance.service.gov.uk/school/148811/st-oswald's-catholic-primary-school>

<https://reports.ofsted.gov.uk/provider/>

[https://www.stoswalds.newcastle.sch.uk/website/section\\_48\\_re\\_inspection\\_report](https://www.stoswalds.newcastle.sch.uk/website/section_48_re_inspection_report)

Hard copy – available upon request, contact school office

<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy – available upon request, contact school office</p>
<p>Performance data or a direct link to it</p>	<p>Website: <a href="http://www.stoswalds.newcastle.sch.uk/website/school_performance_information">http://www.stoswalds.newcastle.sch.uk/website/school_performance_information</a></p> <p>Hard copy – available upon request, contact school office</p>
<p>Safeguarding and child protection</p>	<p>Website: <a href="https://www.stoswalds.newcastle.sch.uk/website/policies/">https://www.stoswalds.newcastle.sch.uk/website/policies/</a></p> <p>Hard copy – available upon request, contact school office</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	



<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: <a href="https://www.stoswalds.newcastle.sch.uk/website/policies/">https://www.stoswalds.newcastle.sch.uk/website/policies/</a></p> <p>Hard copy – available upon request, contact school office</p>
<p>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).</p>	<p>Hard copy – available upon request, contact school office</p>



<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>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, 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 1998r</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>• Data protection (including information sharing policies)</li> </ul>	<p>Website:</p> <p><a href="https://www.stoswalds.newcastle.sch.uk/website/policies/">https://www.stoswalds.newcastle.sch.uk/website/policies/</a></p> <p>Hard copy – available upon request, contact school office</p>

Charging regimes and policies.	Website:  <a href="https://www.stoswalds.newcastle.sch.uk/website/policies/">https://www.stoswalds.newcastle.sch.uk/website/policies/</a>  Hard copy – available upon request, contact school office
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Website:  <a href="https://www.stoswalds.newcastle.sch.uk/website/curriculum/">https://www.stoswalds.newcastle.sch.uk/website/curriculum/</a>  <a href="https://www.stoswalds.newcastle.sch.uk/website/letters_to_parents/">https://www.stoswalds.newcastle.sch.uk/website/letters to parents/</a>  Hard copy – available upon request, contact school office

Asset register	Inspection only - contact school
Any information the school is currently legally required to hold in publicly available registers	Inspection only - contact school
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	



Extra-curricular activities	Website:  <a href="https://www.stoswalds.newcastle.sch.uk/website/after-school_activities">https://www.stoswalds.newcastle.sch.uk/website/after-school_activities</a>  Hard copy – available upon request,contact school office
Out of school club	Website:  <a href="https://www.stoswalds.newcastle.sch.uk/website/out_of_school_club/">https://www.stoswalds.newcastle.sch.uk/website/out_of_school_club/</a>  Hard copy – available upon request,contact school office



<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p><a href="https://www.stoswalds.newcastle.sch.uk/website/policies/">https://www.stoswalds.newcastle.sch.uk/website/policies/</a></p> <p>Hard copy – available upon request, contact school office</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website:</p> <p><a href="https://www.stoswalds.newcastle.sch.uk/website/letters_to_parents/">https://www.stoswalds.newcastle.sch.uk/website/letters_to_parents/</a></p> <p>Hard copy – available upon request, contact school office</p>

## 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
<b>Disbursement cost</b>	Website	Access to the website is free of charge
	Email and attachments	Free of charge
	Hard copy	Free of charge (collected from school)
	Postal charges (2 <sup>nd</sup> class) at the time will apply	Actual cost of Royal Mail standard 2 <sup>nd</sup> class (only if request is to post the information and not collection of hard copy from school)
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)	Not applicable