



## Guide to Information available from Northstead CP School

Certain information about our organisation is required to be published under the Freedom of Information Act or in accordance with guidance issued by the Department of Education. This guide identifies where this information is published or how it can be obtained.

Please note that the guide only covers the information we currently hold. Any information that is not held will be marked as such.

<b>Class 1 - Who we are and what we do</b>			
Information about us: our structures, locations, and contacts. This is current information only.			
<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
Contact details for the school, postal and email address.	ICO & DfE	School Website	Not applicable
Headteacher's contact details.	ICO	School Website	Not applicable
Who's who in the school or Trust.	ICO	School Website Hard copy from school office	Not applicable
Who's who on the governing body/ board of governors and selection criteria for appointment/ governing body's contact details.	ICO & DfE	School Website Hard copy from school office	Not applicable





**Class 1 - Who we are and what we do**  
 Information about us: our structures, locations, and contacts. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Instrument of Government/ Articles of Association.	ICO & DfE	In writing to the Clerk of Governors	Not applicable
Prospectus.	ICO	School Website Hard copy available on request. Please contact the school office.	Not applicable
School session times and term dates.	ICO & DfE	School Website Hard copy from school office	Not applicable
School curriculum.	ICO & DfE	School Website	Not applicable

**Class 2 – What we spend and how we spend it.**  
 Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year’s information.

Information to be published	Authority	How you can obtain the information	Cost
Annual budget and financial statements.	ICO	In writing to the Headteacher	Yes – see cost table.





**Class 2 – What we spend and how we spend it.**

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
Capital funding.	ICO	In writing to the Headteacher	Yes – see cost table.
Financial audit reports.	ICO & DfE	In writing to the Headteacher	Yes – see cost table.
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval).	ICO	In writing to the Headteacher	Yes – see cost table.
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	ICO	In writing to the Headteacher	Yes – see cost table.
Staff pay – number of employees who have a gross annual salary and benefits of £100,000 or more, published in £10,000 increments.	DfE	In writing to the Headteacher	Yes – see cost table.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	ICO	In writing to the Headteacher	Yes – see cost table.





### Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	ICO	In writing to the Headteacher	Yes – see cost table.
Procurement and contracts.	ICO	In writing to the Headteacher	Yes – see cost table.
Details of any premiums we receive such as pupil premium, recovery premium and sports premium.	ICO & DfE	In writing to the Headteacher	Yes – see cost table.

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

Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
School profile and performance data supplied to the Government.	ICO & DfE	<a href="https://reports.ofsted.gov.uk/provider/21/121321">https://reports.ofsted.gov.uk/provider/21/121321</a>	Not applicable





<b>Class 4 – How we make decisions</b>			
Decision making processes and records of decisions. This is current information and the previous three year’s information.			
<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
Admissions policy and, where applicable, admission decisions (not individual decisions e.g., application numbers/ patterns of successful applicants, including criteria on which applications were successful).	ICO & DfE	School Website  Hard copy available on request. Please contact the school office.	Not applicable  Yes – see cost table.
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	ICO & DfE	In writing to the Clerk of Governors	Not applicable

<b>Class 5 – Our policies and procedures</b>			
Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.			
<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
School policies and other documents, such as behaviour policy, complaints procedure, anti-bullying policy, eSafety, SEND, access to information etc.	ICO & DfE	School Website	Not applicable





**Class 5 – Our policies and procedures**  
 Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Safeguarding and child protection, including protecting children’s personal data.	ICO	School Website	Not applicable
Equality and diversity including the public sector equality duty.	ICO	School Website	Not applicable
Special educational needs.	ICO	School Website	Not applicable
Customer service and complaints policies and procedures (including those covering handling requests for information and operating the publication scheme).	ICO	School Website	Not applicable
Data protection (including information sharing and CCTV usage policies).	ICO	School Website	Not applicable
Charging regimes and policies.	ICO	School Website and/or in writing to The Headteacher	Not applicable





<b>Class 6 – Lists and registers</b>			
Currently maintained lists and registers only (this does not include attendance registers).			
<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
Disclosure logs, i.e., information provided in response to FOI/EIR requests.	ICO	In writing to The Headteacher	Not applicable
Asset register and Information Asset Register.	ICO	In writing to The Headteacher	Yes – see cost table.
Any information we are currently legally required to hold in publicly available registers.	ICO	In writing to The Headteacher	Yes – see cost table.

<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. This is current information only.			
<b>Information to be published</b>	<b>Authority</b>	<b>How you can obtain the information</b>	<b>Cost</b>
Extra-curricular activities.	ICO	School Website	Not applicable
			Yes – see cost table.





# Northstead Community Primary School

*Seek to Learn*

## Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Out of school clubs.	ICO	School Website	Not applicable  Yes – see cost table.
Services for which we are entitled to recover a fee, together with those fees.	ICO	In writing to The Headteacher	Yes – see cost table.
Our publications, leaflets, books and newsletters.	ICO	School Website and/or in writing to The Headteacher	Not applicable  Yes – see cost table.

## Additional Information





## Schedule of charges

The following table describes how we assess any charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ <b>..p</b> per sheet (black & white)	Actual cost incurred
	Photocopying @ <b>..p</b> per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory fee</b>	Not applicable	Not applicable

\*\*Items marked 'Not applicable' are available free of charge.

Items marked 'At Cost' will be charged at the actual cost of reproducing and distributing the document. If charges are to be made, confirmation of the payment due will be made before the information is provided. Payment will be requested prior to release of the information.

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