

Freedom of Information Guide to information available from Lynnfield Primary School under the model publication scheme

| Information to be published. | How the information can be obtained | Cost |
|---|--|----------------------------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | (hard copy and/or website) | As per schedule of charges |
| Who's who in the school | Hard copy and website | As per schedule of charges |
| Who's who on the governing body / board of governors and the basis of their appointment | Hard copy and website | As per schedule of charges |
| Instrument of Government / Articles of Association | Hard copy and website | As per schedule of charges |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Hard copy and website | As per schedule of charges |

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| Staffing structure | Hard copy | As per schedule of charges |
| School session times and term dates | Hard copy and website | As per schedule of charges |
| Address of school and contact details, including email address. | Hard copy and website | As per schedule of charges |
| 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) Hard copy | |
| Annual budget plan and financial statements | Hard copy | As per schedule of charges |
| Capital funding | Hard copy | As per schedule of charges |
| Financial audit reports | Hard copy | As per schedule of charges |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where | Hard copy | As per schedule of charges |

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| practical. | | |
| 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). | Hard copy | As per schedule of charges |
| Pay policy | Hard copy | As per schedule of charges |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Hard copy | As per schedule of charges |
| 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) | As per schedule of charges |

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| <p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • 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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report | <p>Hard copy Online Ofsted website</p> | <p>As per schedule of charges</p> |
| <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Hard copy</p> | <p>As per schedule of charges</p> |
| <p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.</p> | <p>Hard copy and website</p> | <p>As per schedule of charges</p> |
| <p>Safeguarding and child protection</p> | <p>Hard copy</p> | <p>As per schedule of charges</p> |

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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p> | (hard copy or website) | |
| <p>Admissions policy/decisions (not individual admission decisions) – where applicable</p> | <p>Hard copy and website HBC website</p> | <p>As per schedule of charges</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</p> | <p>As per schedule of charges</p> |

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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p> <ol style="list-style-type: none"> 1. Absence Management Policy & Procedure 2. Acceptable Use Policy 3. Accessibility Plan 4. Admissions arrangements 5. Administration of Medication Policy 6. Asbestos Management Procedures 7. Alcohol and Substance Misuse Policy & Procedure 8. Allegations of Abuse Against Staff Policy 9. Anti-Fraud and Corruption Strategy 10. Appraisal Policy & Procedure (Support Staff) 11. Appraisal Policy for Teaching Staff 12. Attendance Policy 13. Behaviour and Mental Health Policy 14. Bodily Fluids and Good Hygiene Policy 15. Bullying and Harassment Policy & Procedure 16. Capability Policy & Procedure (Teaching) | <p>(hard copy or website)</p> <ol style="list-style-type: none"> 1. Hard Copy 2. Hard Copy and Website 3. Hard Copy and Website 4. Hard Copy and Website 5. Hard Copy and Website 6. Hard Copy 7. Hard Copy 8. Hard Copy and Website 9. Hard Copy 10. Hard Copy 11. Hard Copy 12. Hard Copy and Website 13. Hard Copy and Website 14. Hard Copy and Website 15. Hard Copy 16. Hard Copy | <p>With all hard copies as per schedule of charges</p> |
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| 17. Capability Policy & Procedure (Support Staff) | 17. Hard Copy | With all hard copies as per schedule of charges |
| 18. Career Break Policy & Procedure | 18. Hard Copy | |
| 19. Child Protection Policy | 19. Hard Copy and Website | |
| 20. Children Missing Education Policy | 20. Rewrite - HC and Website | |
| 21. Charging and Remissions Policy | 21. Hard Copy and Website | |
| 22. Complaints Procedure Policy | 22. Hard Copy and Website | |
| 23. Confidential Reporting Policy & Procedure | 23. Hard Copy | |
| 24. Death in Service Policy & Procedure | 24. Hard Copy | |
| 25. Discipline Policy & Procedure | 25. Hard Copy | |
| 26. Early Years Policy | 26. Hard Copy and Website | |
| 27. Early Years Home Visit Policy | 27. Hard Copy and Website | |
| 28. Early Years 2 Year Olds Policy | 28. Hard Copy and Website | |
| 29. Early Years Supervision Policy | 29. Hard Copy and Website | |
| 30. Electrical Safety Policy | 30. Hard Copy | |
| 31. Emergency Dependants Leave and Parental Leave Policy and Procedure | 31. Hard Copy | |
| 32. Equalities Information and Objectives Plan | 32. Hard Copy and Website | |
| 33. Equality in Employment Policy & Procedure | 33. Hard Copy | |
| 34. Extremism and Anti Radicalisation Policy | 34. Hard Copy and Website | |
| 35. Flexible Working Policy and Procedure | 35. Hard Copy | |
| 36. First Aid Policy | 36. Hard Copy and Website | |
| 37. Financial Procedures Policy | 37. Hard Copy | |

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| 38. Gas Safety Policy | 38. Hard Copy | With all hard copies as per schedule of charges |
| 39. Governors Allowances Policy | 39. Hard Copy and Website | |
| 40. Grievance Policy & Procedure | 40. Hard Copy | |
| 41. Health and Safety Policy | 41. Hard Copy and Website | |
| 42. Home / School Agreement | 42. Hard Copy and Website | |
| 43. Intimate Care Policy | 43. Hard Copy and Website | |
| 44. Information Security – Information Reporting Policy | 44. Hard Copy and Website | |
| 45. Lone Worker Protocol | 45. Hard Copy | |
| 46. Looked After Children Policy | 46. Hard Copy and Website | |
| 47. Managing Staffing Levels Policy & Procedure | 47. Hard Copy | |
| 48. Maternity Policy and Procedure | 48. Hard Copy | |
| 49. Nurture Policy | 49. Hard Copy and Website | |
| 50. Part-time Working in Schools (Teaching) | 50. Hard Copy | |
| 51. Pay Policy for Teaching and Support Staff | 51. Hard Copy | |
| 52. Positive Handling Policy | 52. Hard Copy and Website | |
| 53. Privacy Notices: Parents, Pupils and Staff | 53. Hard Copy and Website | |
| 54. Probationary Policy & Procedure (Support Staff) | 54. Hard Copy | |
| 55. Promoting British Values Policy | 55. Hard Copy and Website | |
| 56. Safeguarding & Promoting the Welfare of Children Policy Safeguarding | 56. Hard Copy and Website | |
| 57. Sex and Relationships Policy | 57. Hard Copy and Website | |
| 58. Staff Code of Conduct | 58. Hard Copy and Website | |

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| <p>59. Safer Recruitment in Schools Policy & Procedure 60. Staff Absence and Leave of Absence Procedures and Management 61. Social Networking Policy & Procedure 62. Shared Parental Leave, Paternity Leave and Maternity Support Leave Policy & Procedure 63. Special Educational Needs and Disability Policy 64. Supporting Pupils at School with Medical Conditions Policy 65. Whistle Blowing Policy and Procedure</p> | <p>59. Hard Copy 60. Hard Copy 61. Hard Copy 62. Hard Copy 63. Hard Copy and Website 64. Hard Copy and Website 65. Hard Copy and Website</p> | <p>With all hard copies as per schedule of charges</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies). | <p>North Yorkshire Policies adopted for all available hard copy.</p> | <p>As per schedule of charges</p> |

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| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments. | Hard copy online HBC | As per schedule of charges |
| Disclosure logs | Hard copy | As per schedule of charges |
| Asset register | Hard copy | As per schedule of charges |
| Any information the school is currently legally required to hold in publicly available registers. This does not include attendance registers. | Hard copy | As per 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) | (hard copy or website; some information may only be available by | |

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| Current information only | inspection) | |
| Extra-curricular activities | Hard copy | As per schedule of charges |
| Out of school clubs | Hard copy | As per schedule of charges |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy and website | As per schedule of charges |
| School publications, leaflets, books and newsletters. | Hard copy | As per schedule of charges |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above. | | |
| Term dates and other key dates | Hard copy and website | As per schedule of charges |



Information Commissioner's Office

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Contact details:

Mrs S Sharpe
Headteacher
Lynnfield Primary School
Grosvenor Street,
Hartlepool,
TS26 8RL

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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 |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ 5p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ 10p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | |



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