

Freedom of Information

Guide to information available from North Ferriby 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) North Ferriby Primary School Educating Pupils from the age of 4 to 11. Most documents are available on the school website. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Telephone: 01482 631200 Email: northferriby.primary@eastriding.gov.uk Contact Address: North Ferriby Primary School, Church Road, North Ferriby, HU14 3BZ</p>	<p>Full details are available on the school website and within our school brochure. www.northferribyprimaryschool.co.uk</p>	<p>Free</p>

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Who's who in the school	Full details available on the school website. www.northferribyprimaryschool.co.uk	Free
Who's who on the governing body / board of governors and the basis of their appointment	Full details available on the school website. www.northferribyprimaryschool.co.uk	Free
Instrument of Government / Articles of Association	Full details are available from: https://dioceseofyork.org.uk/schools-and-youth/schools-education-homepage/our-schools/arch-riding	Free

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<p>Contact details:</p> <p>The Head Teacher is Mrs Joanne Spencer The Chair of Governors is Mrs Sue Bond. Both and all other staff and governors are available by contacting the school: Email: northferriby.primary@eastriding.gov.uk Tel: 01482 631200 Contact Address: North Ferriby Primary School, Church Road, North Ferriby HU14 3BZ.</p>	<p>This information is also available on the school website:</p> <p>www.northferribyprimaryschool.co.uk</p>	<p>Free</p>
<p>School prospectus (if any)</p>	<p>Our School Prospectus can be found on our website:</p> <p>www.northferribyprimaryschool.co.uk</p>	<p>Free</p>
<p>Annual Report (if any)</p>	<p>N/a</p>	

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Staffing structure	Our staff list and structure is available on the school website: https://www.northferribyprimaryschool.co.uk/information/staff-list	Free
School session times and term dates	This is available on the school website in the school prospectus: https://www.northferribyprimaryschool.co.uk/information/school-timetable	Free
Address of school and contact details, including email address.	Available on the website: https://www.northferribyprimaryschool.co.uk/	Free

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<p>Class 2 – What we spend and how we spend it</p> <p>Current and previous financial year as a minimum</p>	<p>All financial information is available from the school office in hard copy</p>	<p>*Free</p>
<p>Annual budget plan and financial statements</p>	<p>All financial information is available from the school office in hard copy</p>	<p>*Free</p>
<p>Capital funding</p>	<p>All financial information is available from the school office in hard copy</p>	<p>*Free</p>
<p>Financial audit reports</p>	<p>All financial information is available from the school office in hard copy</p>	<p>*Free</p>
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>All financial information is available from the school office in hard copy</p>	<p>*Free</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>All financial information is available from the school office in hard copy</p>	<p>*Free</p>

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Pay policy	Available from the school website: www/northferribyprimaryschool.co.uk	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Disclosure of this information is possible in hard copy.	*Free
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.	This information is available from: https://www.gov.uk/government/publications/school-teachers-pay-and-conditions	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	These can be requested from the school office.	

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Class 3 – What our priorities are and how we are doing	(hard copy or website)	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government • • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	<p>The Performance Data can be found on the website: https://www.northferribyprimaryschool.co.uk/information/ks2-results</p> <p>The latest Ofsted Report can be found via a link on the website: https://www.northferribyprimaryschool.co.uk/</p>	<p>Free</p> <p>Free</p>

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<ul style="list-style-type: none"> • Post-inspection action plan 	This can be accessed via the school office as a hard copy.	*Free
Performance management policy and procedures adopted by the governing body.	This can be found on the website: https://www.northferribyprimaryschool.co.uk/information/policies	Free
Performance data or a direct link to it	This can be found on the website: https://www.northferribyprimaryschool.co.uk/	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	There are no plans for any changes to the status to the school at this stage.	
Safeguarding and child protection	All our safeguarding and child protection policies and procedures can be found on our website: https://www.northferribyprimaryschool.co.uk/information/policies	

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Class 4 – How we make decisions	(hard copy or website)	
Admissions policy/decisions	<p>East Riding Admission policies and procedures are available from their website: https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/schools-and-school-places/school-admissions-and-catchment-finder/school-places-and-admissions/</p> <p>Or by post: ERYC, County Hall, Beverley, HU17 9BA Tel: 01482 393939.</p>	

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Agendas and minutes of meetings of the governing body and its committees, excluding information that is properly regarded as confidential to the meetings.	These are available in hard copy from the office.	*Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities.	All our policies are available on the school website and are updated at least every three years. https://www.northferribyprimaryschool.co.uk/information/policies	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	These can be found on the website: https://www.northferribyprimaryschool.co.uk/information/policies	
Charging regimes and policies.	The Charging and Remission Policy can be found on the school website: https://www.northferribyprimaryschool.co.uk/information/policies	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Curriculum support materials are available at any time in hard copy from the school office.	
Disclosure logs	A hard copy will be available for inspection at the school office.	
Asset register	A hard copy will be available for inspection via the school office.	
Any information the school is currently legally required to hold in publicly available registers	Hard copies are available for inspection.	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Extra-curricular activities</p>	<p>These are circulated with the weekly blog and available on the school website: https://www.northferribyprimaryschool.co.uk</p>	
<p>Out of school clubs</p>	<p>Any information will be available through our newsletters or on our website: https://www.northferribyprimaryschool.co.uk</p>	

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Services for which the school is entitled to recover a fee, together with those fees	Please refer to the separate activities for cost details.	
School publications, leaflets, books and newsletters	All letters/newsletters are available on the school website: https://www.northferribyprimaryschool.co.uk	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioners Office. The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.	They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via their website: https://ico.org.uk/	

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SCHEDULE OF CHARGES

No charge will be levied for black and white copying of documents up to a maximum of 100 pages per month. Above that:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost * 5p per page
	Postage	Actual cost of Royal Mail standard 2 nd class