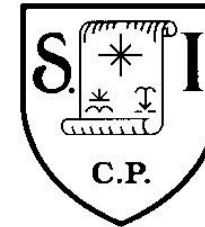


## Freedom of Information

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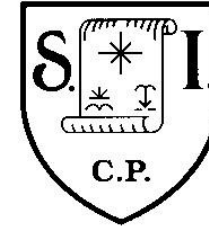
| <b>Information to be published.</b><br><b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>              | <b>How the information can be obtained</b>   |
|---|--|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | Website:<br><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a><br><br>All content on the school website is available as a hard copy by contacting the school office (01723 863489) |
| Who’s who in the school   | Website\About\Staff  |



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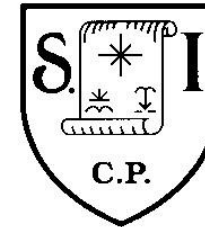
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|  | <a href="https://www.seamerirtonprimary.co.uk/w3/staff.php">https://www.seamerirtonprimary.co.uk/w3/staff.php</a>  |
| Who's who on the governing body / board of governors and the basis of their appointment                          | Website\About\Governors<br><br><a href="https://www.seamerirtonprimary.co.uk/w3/governors.php">https://www.seamerirtonprimary.co.uk/w3/governors.php</a>   |
| Instrument of Government / Articles of Association   | Hard copy available upon request   |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website>Welcome<br><a href="https://www.seamerirtonprimary.co.uk/w3/welcome.php">https://www.seamerirtonprimary.co.uk/w3/welcome.php</a><br><br>Website\About\Governors<br><a href="https://www.seamerirtonprimary.co.uk/w3/governors.php">https://www.seamerirtonprimary.co.uk/w3/governors.php</a> |



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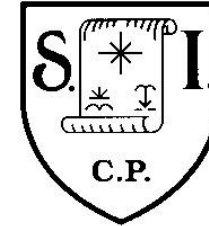
|                                     |  |
|-------------------------------------|--|
| School prospectus (if any)          | We do not produce a school prospectus.<br>All relevant information is on the school website:<br><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a> |
| Annual Report (if any)              | Website\About\Governors<br><br><a href="https://www.seamerirtonprimary.co.uk/w3/governors.php">https://www.seamerirtonprimary.co.uk/w3/governors.php</a>                       |
| Staffing structure                  | Website\About\Staff<br><br><a href="https://www.seamerirtonprimary.co.uk/w3/staff.php">https://www.seamerirtonprimary.co.uk/w3/staff.php</a>                                   |
| School session times and term dates | Website\Parents\School Day   |



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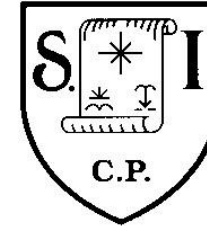
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|   | <a href="https://www.seamerirtonprimary.co.uk/w3/schoolday.php">https://www.seamerirtonprimary.co.uk/w3/schoolday.php</a>  |
| Address of school and contact details, including email address.   | Website\Contact<br><br><a href="https://www.seamerirtonprimary.co.uk/w3/contact.php">https://www.seamerirtonprimary.co.uk/w3/contact.php</a>   |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | Website:<br><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a><br><br>All content on the school website is available as a hard copy by contacting the school office (01723 863489) |
| Annual budget plan and financial statements   | Hard copy available upon request   |



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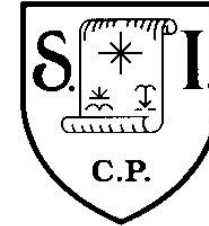
|  |                                  |
|--|----------------------------------|
| Capital funding  | Hard copy available upon request |
| Financial audit reports  | Hard copy available upon request |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | Hard copy available upon request |
| 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 available upon request |
| Pay policy   | Hard copy available upon request |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or  | Hard copy available upon request |



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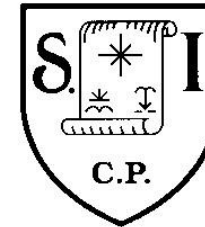
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| equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.  |  |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Hard copy available upon request   |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.   | Hard copy available upon request   |
| <b>Class 3 – What our priorities are and how we are doing</b>   | Website:<br><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a> |



## Freedom of Information

### Guide to information available from Seamer & Irton CP School under the model publication scheme

|   |   |
|---|---|
| <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>  | <p>All content on the school website is available as a hard copy by contacting the school office (01723 863489)</p>   |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul> | <p>Website\Key Information\Performance Data</p> <p><a href="https://www.seamerirtonprimary.co.uk/w3/performance-data.php">https://www.seamerirtonprimary.co.uk/w3/performance-data.php</a></p> <p>Or direct via gov.uk:<br/><a href="#">Seamer and Irton Community Primary School - Find school and college performance data in England</a></p> |

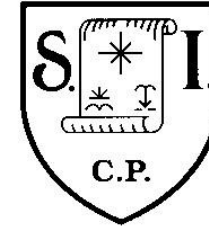


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### Guide to information available from Seamer & Irton CP School under the model publication scheme

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|  | - <a href="https://www.gov.uk/find-school-performance-data">GOV.UK (find-school-performance-data.service.gov.uk)</a>   |
| <ul style="list-style-type: none"> <li>The latest Ofsted / Estyn / Education and Training Inspectorate report           <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul> | Website\Key Information\Ofsted<br><br><a href="https://www.seamerirtonprimary.co.uk/w3/ofsted.php">https://www.seamerirtonprimary.co.uk/w3/ofsted.php</a><br><br>Or direct via gov.uk:<br><a href="#">Ofsted   Seamer and Irton Community Primary School</a> |
| <ul style="list-style-type: none"> <li>Post-inspection action plan</li> </ul>  | Hard copy available upon request   |

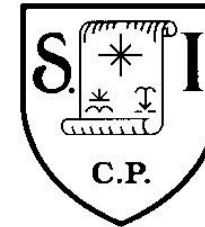




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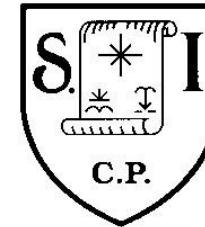
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| Performance management policy and procedures adopted by the governing body. | Hard copy available upon request   |
| Performance data or a direct link to it                                     | Website\Key Information\Performance Data<br><a href="https://www.seamerirtonprimary.co.uk/w3/performance-data.php">https://www.seamerirtonprimary.co.uk/w3/performance-data.php</a><br><br>Or direct via gov.uk:<br><a href="#">Seamer and Irton Community Primary School - Find school and college performance data in England - GOV.UK (find-school-performance-data.service.gov.uk)</a> |



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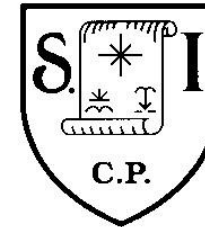
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|---|---|
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status                  | Hard copy available upon request  |
| Safeguarding and child protection   | Website\Key Information\Safeguarding<br><br>Website\Key Information\Policies<br><a href="https://www.seamerirtonprimary.co.uk/w3/policies.php">https://www.seamerirtonprimary.co.uk/w3/policies.php</a> |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum | Website:<br><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a><br><br>All content on the school website is available as a hard copy by                                      |



## Freedom of Information

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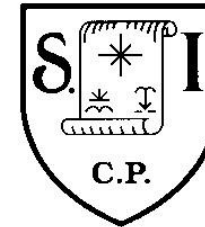
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|  | contacting the school office (01723 863489)  |
| Admissions policy/decisions (not individual admission decisions) – where applicable  | Website\Parents\Admissions<br><a href="https://www.seamerirtonprimary.co.uk/w3/admissions.php">https://www.seamerirtonprimary.co.uk/w3/admissions.php</a><br><br>Website\Key Information\Policies<br><a href="https://www.seamerirtonprimary.co.uk/w3/policies.php">https://www.seamerirtonprimary.co.uk/w3/policies.php</a> |
| 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). | Hard copy available upon request   |
| <b>Class 5 – Our policies and procedures</b>   | Website:<br><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a>   |



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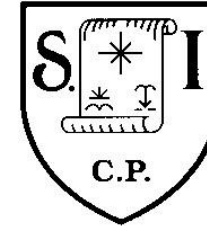
|  |   |
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| <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.<br/>As a minimum these must include policies, procedures and documents that the school is required 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 1998.</p> | <p>All content on the school website is available as a hard copy by contacting the school office (01723 863489)</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>Information security policies</li> </ul>   | <p>Website\Key Information\Policies</p>   |



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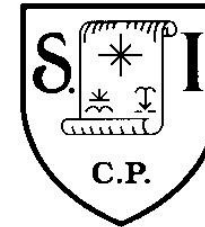
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|--|--|
| <ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>  | <a href="https://www.seamerirtonprimary.co.uk/w3/policies.php">https://www.seamerirtonprimary.co.uk/w3/policies.php</a>  |
| <p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> | <p>Website\Key Information\Policies</p> <p><a href="https://www.seamerirtonprimary.co.uk/w3/admin/kcfinder/upload/files/POLICIES/Charging%20%20and%20Remissions%20Policy%202022.pdf">https://www.seamerirtonprimary.co.uk/w3/admin/kcfinder/upload/files/POLICIES/Charging%20%20and%20Remissions%20Policy%202022.pdf</a></p> |
| <p><b>Class 6 – Lists and Registers</b></p>  | <p>Website:<br/><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a></p>   |



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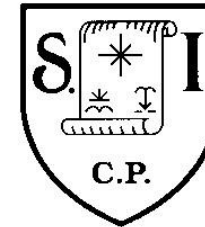
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| Currently maintained lists and registers only (this does not include the attendance register). | All content on the school website is available as a hard copy by contacting the school office (01723 863489)<br><br>(Some information may only be available by inspection) |
| Curriculum circulars and statutory instruments   | Website\Key Information\Curriculum<br><br><a href="https://www.seamerirtonprimary.co.uk/w3/curriculum.php">https://www.seamerirtonprimary.co.uk/w3/curriculum.php</a>      |
| Disclosure logs  | Inspection only  |
| Asset register   | Inspection only  |



## Freedom of Information

### Guide to information available from Seamer & Irton CP School under the model publication scheme

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| Any information the school is currently legally required to hold in publicly available registers   | Inspection only  |
| <p><b>Class 7 – The services we offer</b><br/>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>Website:<br/><a href="http://www.seamerirtonprimary.co.uk">www.seamerirtonprimary.co.uk</a></p> <p>All content on the school website is available as a hard copy by contacting the school office (01723 863489)</p> |
| Extra-curricular activities  | <p>Website\Parents\Clubs</p> <p><a href="https://www.seamerirtonprimary.co.uk/w3/clubs.php">https://www.seamerirtonprimary.co.uk/w3/clubs.php</a></p>  |

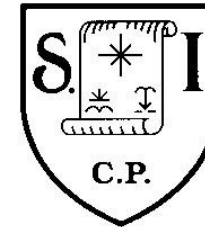


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|---|--|
| <p>Out of school clubs</p>  | <p>Website\Parents\Clubs</p> <p><a href="https://www.seamerirtonprimary.co.uk/w3/clubs.php">https://www.seamerirtonprimary.co.uk/w3/clubs.php</a></p> <p>Website\Parents\Wraparound<br/>Childcare</p> <p>External Link:<br/><a href="http://skids4kidsltd.co.uk/">http://skids4kidsltd.co.uk/</a></p>                        |
| <p>Services for which the school is entitled to recover a fee, together with those fees</p> | <p>Website\Key Information\Policies</p> <p><a href="https://www.seamerirtonprimary.co.uk/w3/admin/kcfinder/upload/files/POLICIES/Charging%20%20and%20Remissions%20Policy%202022.pdf">https://www.seamerirtonprimary.co.uk/w3/admin/kcfinder/upload/files/POLICIES/Charging%20%20and%20Remissions%20Policy%202022.pdf</a></p> |

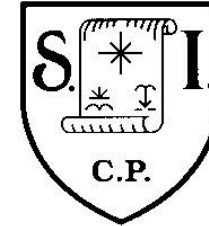




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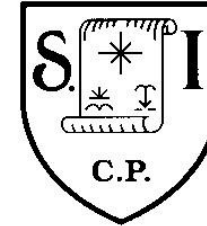
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|  | Website\Parents\Meals<br><a href="https://www.seamerirtonprimary.co.uk/w3/meals.php">https://www.seamerirtonprimary.co.uk/w3/meals.php</a>   |
| School publications, leaflets, books and newsletters | Website\News & Events\Newsletters<br><a href="https://www.seamerirtonprimary.co.uk/w3/newsletters.php?&amp;sort=date:desc">https://www.seamerirtonprimary.co.uk/w3/newsletters.php?&amp;sort=date:desc</a><br><br>Website\News & Events\Letters & Forms<br><a href="https://www.seamerirtonprimary.co.uk/w3/lettersandforms.php?&amp;sort=date:desc">https://www.seamerirtonprimary.co.uk/w3/lettersandforms.php?&amp;sort=date:desc</a> |



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|  | Letters and Newsletters are also sent via email and hard copy where appropriate. |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |  |
|  |  |



## Freedom of Information

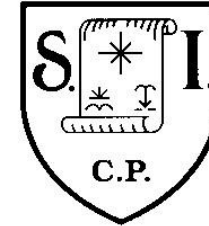
### Guide to information available from Seamer & Irton CP School under the model publication scheme

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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.**

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                                   | <b>BASIS OF CHARGE</b> |
|--------------------------|--|------------------------|
| <b>Disbursement cost</b> | Photocopying/printing @ 2p per sheet (black & white) | 2p per sheet           |



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|                      |   |  |
|----------------------|---|--|
|                      | Photocopying/printing @ 10p per sheet (colour)  | 10p per sheet  |
|                      | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b> | We will comply in accordance with the Freedom of Information Act, in particular section 12. | In accordance with the relevant legislation (quote the actual statute) |