

Lemington Riverside Primary School

Freedom of Information Publication Scheme

Introduction

This publication scheme commits Lemington Riverside Primary School to make information available to the public as part of its normal activities. The information covered is included in the classes of information as below, where this information is held by the school.

This information commits the school to:

- Proactively publish or otherwise make available as a matter of routine, information including environmental information which is held by our school and falls within the classification below.
- Specify the information which is held by our school and falls within the category below
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the school makes available under this scheme
- Produce a schedule of any fees charges for access to information which is made proactively available
- Make this publication scheme available to the public.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing it.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act , or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Lemington Riverside Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of our school, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details

If you require a paper version of any information, or wish to enquire if information is available please contact the school by telephone, e-mail or letter. Contact details are set out below, or you can visit our website at

www.lemingtonriverside@newcastle.sch.uk

E-mail admin@lemingtonriverside.newcastle.sch.uk

Tel: 0191 2674315

Contact Address: Lemington Riverside Primary School, Rokeby Street, Lemington, Newcastle upon Tyne, NE15 8RR

To help us process your request efficiently, please clearly mark any correspondence "Publication Scheme request"

Appendix Guide to Information available from school

Information	How the information can be obtained
Class 1 – Who we are and what we do	
Who's who in school – school brochure	Hard copy school website
Who's who on the Governing Body and the basis of their appointment – school brochure page 4	Governor Handbook – by request school website
Instrument of Governance- Governor's Handbook	Governor Handbook – by request
Contact details for HT and Governors – Governor Handbook	Governor Handbook – by request
School Prospectus – school brochure	Hard copy school website
Staffing Structure	Hard copy School Brochure - website
School session times and term times – school brochure	School Brochure Hard copy/ school website Holiday List – website

Class 2 – What we spend and how we spend it	
Annual Budget Plan and financial statements	Financial reports /GB minutes – by request
Capital Funding	Financial reports /GB minutes – by request
Financial Audit Reports	Audit reports /GB minutes – by request
Details of expenditure items over £2000 - annually	Financial reports /GB minutes – by request
Procurement and contracts	Financial reports /GB minutes – by request
Pay Policy	Policy File – by request
Staff allowances and expenses	Policy File – by request
Staffing and Grading Structure	Leadership responsibilities – by request
Governors Allowances Policy	Governing Handbook – by request
Class 3 – What our priorities are and how we are doing	
Government-supplied performance data	School website
Full Ofsted report	Ofsted website School website
Performance Management Policy	Policy file – by request
Performance data	School website Hard copy
School Improvement Plans	By request
Child protection policy / Safeguarding Procedures	School website
Class 4 – How we make decisions	
Admissions policy/decisions	School website
Agendas of meetings of Governing Body and its sub-committees	GB Minutes – by request
Minutes of meetings of Governing Body and its sub-committees – this will exclude information that is properly regarded as private to the meetings	GB Minutes – by request
Class 5 – Our policies and procedures	
Data Protection policy Charging Policy Complaints Procedure Information Request Handling Policy Equality and Diversity Policies Home-school Agreement Sex and Relationship Education policy Special Educational Needs policy Accessibility Policy Race equality Policy Disability, Equality Scheme	School Website

Behaviour Policy Admissions Policy Early Years Policy Health and Safety	
Other policies	Policies File – by request
Class 6 – Lists and Registers	
Curriculum circulars and statutory instruments	By request
Disclosure logs	By request
Asset register	By request
Any information the school is currently legally required to hold in publicly available registers	By request
Class 7 – The Services we offer	
Extra curricular activities	Website
School Publications	Website
Leaflets, Books, Newletters	Website – by request

Requests for hard copies of any of the above information should be made to the School Office by:

Letter to: Lemington Riverside Primary School, Rokeby Street, Lemington, Newcastle upon Tyne, NE15 8RR

Phone: 0191 2674315

E-mail: admin@lemingtonriverside.newcastle.sch.uk

The following charges will apply to requests for hard copies:

Photocopying - @ 10 p per A4 sheet (black and white)
charge for copying, paper and time

Photocopying - @ 20p per A3 sheet (black and white)

Photocopying - @ 30p per sheet (colour)

Postage Current cost of Royal Mail standard 2nd class

Statutory Fee In accordance with the relevant legislation if applicable

Reviewed: 9.10.17

To be reviewed: October 2020