



Freedom of Information

Guide to information available from Swinemoor 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 Swinemoor Primary School Educating pupils from the age of 4 to 11. The school is a one/two from entry and the governing body have agreed a maximum of 40 children in each year group. The school capacity is therefore 280.</p> <p>The majority of documents are available on the school website. To request a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contacts details are: - Email: swinemoor.primary@eastriding.gov.uk Tel: 01482 869247 Address: Burden Road, BEVERLEY, HU17 9LW To help us process your request promptly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)</p>	<p>Full details are available on the school website: - swinemoorprimary.org.uk</p>	<p>Free *</p>



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<p>In our school everybody should work to constantly develop a purposeful and quality environment, well ordered for work and free from unnecessary interruption and intimidation.</p> <p>We believe this environment is necessary to create a broad and balanced curriculum where everybody has their best chance to:</p> <p>Achieve beyond expectations Be proud of our community, our school, our achievements and our peers Compete, with the belief that we have every chance of success Develop a culture where we take appropriate risk Enable people to work together, in order to achieve more than we could on our own</p> <p>This publication scheme is a means of showing how we are pursuing these aims.</p>		
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Who's who in the school	Staffing lists are published on the school website: - swinemoorprimary.org.uk	N/A
Who's who on the governing body / board of governors and the basis of their appointment	Full details are available on the school website: - swinemoorprimary.org.uk	N/A
Instrument of Government / Articles of Association	Hard copy – available upon request, contact school office	N/A
<p>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</p> <p>Headteacher: Mr L Myers Contact Address: Swinemoor primary School, Burden Road, BEVERLEY, HU17 9LW Tel: 01482 869247</p>	<p>Website: swinemoorprimary.org.uk</p> <p>Hard copy – available upon request, contact school office</p>	



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School prospectus (if any)	Website: swinemoorprimary.org.uk Hard copy – available upon request, contact school office	
Annual Report (if any) It is no longer statutory to publish a governors' report to parents.	N/A	
Staffing structure	Staffing lists are published on the school website: swinemoorprimary.org.uk	
School session times and term dates	This information is included in the school prospectus available on the website: swinemoorprimary.org.uk	
Address of school and contact details, including email address. Email: swinemoor.primary@eastriding.gov.uk Tel: 01482 869247 Address: Burden Road, BEVERLEY, HU17 9LW		N/A



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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	All financial information is available upon request from the school office	Free *
Annual budget plan and financial statements	All financial information is available upon request from the school office	Free *
Capital funding	All financial information is available upon request from the school office	Free *
Financial audit reports including the school budget and school fund account	All financial information is available upon request from the school office	Free *
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 copies of the relevant pages can be requested	Free *



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Pay policy	Available on the school website: swinemoorprimary.org.uk	N/A
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 hardcopy	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.	Available upon request from the school office	Free *
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available upon request from the school office	Free *
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)	



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<p>School profile (if any)</p> <p>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 • Post-inspection action plan 	<p>The School Development Plan is available upon request from the school office</p> <p>Website: swinemoorprimary.org.uk</p> <p>Hard copy – available upon request, contact school office</p>	<p>Free *</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy – available upon request, contact school office</p>	



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Performance data or a direct link to it	Website: swinemoorprimary.org.uk Hard copy – available upon request, contact school office	N/A
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 to change the status of the school	N/A
Safeguarding and child protection	All Safeguarding and Health & Safety policies and procedures are published on the school website: swinemoorprimary.org.uk	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	



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Admissions policy/decisions (not individual admission decisions) – where applicable	The LA East Riding admission policies are available from ERYC, County Hall, BEVERLEY, HU17 9BA Tel: 01482 393939	N/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).	These are available in hard copy from the school 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 updated on a regular basis	N/A
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies 	Security procedures are available in hard copy	Free *



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<ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 	<p>Website: swinemoorprimary.org.uk</p> <p>Hard copy – available upon request, contact school office</p>	
Charging regimes and policies.	<p>Website: swinemoorprimary.org.uk</p> <p>Hard copy – available upon request, contact school office</p>	N/A
<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	Hard copy – available upon request, contact school office	N/A
<p>Asset register</p> <p>The school has an inventory of assets</p>	A hard copy is available for inspection	N/A



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Any information the school is currently legally required to hold in publicly available registers (Fire and Alarm Systems, Asbestos, COSHH, Legionella etc)	Hard copies are available for inspection	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website: swinemoorprimary.org.uk Hard copy – available upon request, contact school office	Free *



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Out of school clubs	N/A	N/A
Services for which the school is entitled to recover a fee, together with those fees		N/A
School publications, leaflets, books and newsletters Pupil Premium Grant Sports premium Funding	Website: swinemoorprimary.org.uk Hard copy – available upon request, contact school office	Free *



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Additional Information		
<p>We welcome any comments or suggestions you may have about the scheme or if you require further assistance this should be addressed to the Headteacher in the first instance.</p> <p>If you are not satisfied with the outcome or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made; this should be addressed to the Information Commissioner's 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.</p> <p>They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, CHESHIRE, SK9 5AF or via the website:</p> <p>www.informationcommissioner.gov.uk</p>		



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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 the actual costs will be charged to include copy charge, paper and administration. 5p per page.