



FREEDOM OF INFORMATION

Guide to information available from Norham High School under the model publication scheme

Information to be published:	How the information can be obtained:	Cost:
Class 1 - Who we are and what we do: (Organisational information, structures, locations and contacts.) This will be current information only.	Currently, documents are available in hard copy only although there are future plans to transfer some information onto the college website.	
Who's who in the school	Hard copy from Senior Administrator - staff	N/A
Who's who on the governing body and the basis of their appointment	Hard copy from Senior Administrator - staff	N/A
Instrument of Government	Hard copy from Senior Administrator - staff	N/A
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy from Senior Administrator - staff	N/A
School prospectus	Hard copy from Senior Administrator - staff	N/A
Annual Report	Hard copy from Senior Administrator - staff	N/A
Staffing structure	Hard copy from Senior Administrator - staff	N/A
School session times and term dates	Hard copy from Senior Administrator - staff	N/A

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.	Finance Lead	
Annual budget plan and financial statements	Hard copy from Finance Lead	N/A
Capitalised funding	Hard copy from Finance Lead	N/A
Additional funding	Hard copy from Finance Lead	N/A
Procurement and projects	Hard copy from Finance Lead	N/A
Pay policy	Hard copy from Finance Lead	N/A
Staffing and grading structure	Hard copy from Finance Lead	N/A
Governors' allowances	Hard copy from Senior Administrator - staff	N/A
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.		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy from Senior Administrator - staff	N/A
Performance management policy and procedures adopted by the governing body.	Hard copy from Head Teacher	N/A
Schools future plans	Hard copy from Executive Head Teacher	N/A
Every Child Matters – policies and procedures	Hard copy from Inclusion Lead	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions.) Current and previous three years as a minimum.		
Admissions policy/decisions (not individual admission decisions)	Hard copy from Senior Administrator - staff	N/A
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy from Senior Administrator - staff	N/A
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meetings.	Hard copy from Senior Administrator - staff	N/A

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities.) Current information only.</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy from Finance Lead	N/A
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard copy from Finance Lead	N/A
<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) 	Hard copy from Finance Lead	N/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>	Hard copy from Finance Lead	N/A

Class 6 – Lists and Registers Currently maintained lists and registers only.	N.B. Some information may only be available by inspection.	
Curriculum circulars and statutory instruments	Hard copy from Executive Head Teacher	N/A
Disclosure logs	Hard copy from Inclusion Lead	N/A
Asset register	Hard copy from Finance Lead	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy from Executive Head Teacher	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.	N.B. Some information may only be available by inspection.	
Extra-curricular activities	Hard copy from Inclusion Lead	N/A
Out of school clubs	Hard copy from Inclusion Lead	N/A
School publications	Hard copy from Senior Administrator - staff	N/A
Services for which the school is entitled to recover a fee, together with those fees	Hard copy from Finance Lead	N/A
Leaflets books and newsletters	Hard copy from Senior Administrator - staff	N/A
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details – All requests for information should be made to:

Freedom of Information Lead
 Norham High School
 Alnwick Avenue,
 North Shields
 Tyne and Wear
 NE29 7BU

Telephone: 0191 2005062

Fax: 0191 2005065

Email: norham.high@northtyneside.gov.uk

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 @ ..p per sheet (black & white)	0.24p per sheet*
	Photocopying/printing @ ..p per sheet (colour)	20p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class Letter 100g 54p Large letter 100g 95p 250g £1.19
Statutory Fee		Regulation 7 of the Fees Regulations allows a public authority that chooses to answer a request which exceeds the appropriate limit to charge for the total sum of the following: <ul style="list-style-type: none"> • the costs which may be taken into account in calculating whether the appropriate limit is exceeded; • the communication costs (including the costs of communicating whether or not the information is held even if it is not to be provided) • Staff time spent on communicating the information. For detailed information please contact the Information Commissioners Office www.ico.org.uk or the school.

* The actual cost incurred by the public authority