



Freedom of Information

Guide to information available from Longhorsley St Helen's Church of England Voluntary Aided First School under the model publication scheme

Class 1 - Who we are and what we do

Longhorsley St Helen's Church of England Voluntary Aided First School is part of The Federation of Longhorsley & Whalton C of E Schools and provides education for children from Nursery to Year 4 led by an Executive Headteacher. Located in rural Northumberland Longhorsley St Helen's C of E First School is part of the Morpeth Partnership of Schools.

Information - item	Available from	Cost
Who's who in the school - our staff	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page
Instrument of Government	Hard copy: available upon request – please contact school	10p per page
Who's who on the governing body - our governors and their roles	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page

Information - item	Available from	Cost
Contact details for the Head teacher and for the Chair of Governors	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page
School prospectus (if school have one)	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page
Staffing structure	Hard copy: available upon request – please contact school	10p per page
School session times and term dates	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page
Address of school and contact details, including email address.	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page

Class 2 - What we spend and how we spend it		
Information - item	Available from	Cost
Annual budget plan and financial statements	Hard copy: available upon request – please contact school	10p per page
Capital funding		
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		
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).		
Pay policy		
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.		
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.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		

Class 3 - Our priorities and how we are doing

Information - item	Available from	Cost
<ul style="list-style-type: none"> • Performance data supplied to the Government or to the Northern Ireland Executive, or a direct link to the data <ul style="list-style-type: none"> • The latest Ofsted Inspectorate report - Summary - Full report <ul style="list-style-type: none"> • Post-inspection action plan 	Hard copy: available upon request – please contact school	10p per page
Performance management policy and procedures adopted by the governing body.	Hard copy: available upon request – please contact school	10p per page
Performance data or a direct link to it	website: www.longhorsley-st-helens.northumberland.sch.uk Hard copy: available upon request – please contact school	Free 10p per page
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 – please contact school	10p per page
Safeguarding and child protection This is policies & who is DSL plus the Head's report to the governors on safeguarding [part one agenda] NOT any sensitive info	website: www.longhorsley-st-helens.northumberland.sch.uk Hard copy: available upon request – please contact school	Free 10p per page

Class 4 – How we make decisions

Information - item	Available from	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	website: www.longhorsley-st-helens.northumberland.sch.uk Hard copy: available upon request – please contact school	Free 10p per page
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 – please contact school	10p per page

Class 5 – Our policies and procedures

Information - item	Available from	Cost
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)	Hard copy: available upon request – please contact school	10p per page
Charging regimes and policies.	website: www.longhorsley-st-helens.northumberland.sch.uk Hard copy: available upon request – please contact school	Free 10p per page

Class 6 – Lists and Registers

Information - item	Available from	Cost
Curriculum circulars and statutory instruments	website: www.longhorsley-st-helens.northumberland.sch.uk Hard copy: available upon request – please contact school	Free 10p per page
Disclosure logs	Hard copy: available upon request – please contact school	10p per page
Asset register	Hard copy: available upon request – please contact school	10p per page
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available upon request – please contact school	10p per page

Class 7 – The services we offer

Information - item	Available from	Cost
Extra-curricular activities	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page
Out of school clubs	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page
Services for which the school is entitled to recover a fee, together with those fees		
	Hard copy: available upon request – please contact school	10p per page
School publications, leaflets, books and newsletters	website: www.longhorsley-st-helens.northumberland.sch.uk	Free
	Hard copy: available upon request – please contact school	10p per page

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 5p/10p per A4/A3 sheet (black & white)	Actual cost of photocopying/printing including paper
	Photocopying/printing @ .10p/20p per A4/A3 sheet (colour)	Actual cost of photocopying/printing including paper
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Public Authorities may charge where the cost of compliance with a request exceeds the appropriate limit.	In accordance with the relevant legislation https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf
Other		