

Freedom of Information

Guide to information available from Rickleton Primary School under the model publication scheme

Rickleton Primary School



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Dates of previous revisions: February 2024
Approved by Governors: March 2025

Latest revision February 2025
To be reviewed: February 2026

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ABOUT THE SCHOOLDATA PROTECTION & FREEDOM OF INFORMATION

Public bodies such as schools hold various strands of information regarding pupils, covering all manner of things from personal home information to academic statistics. We maintain such records under the protocols as set by the Data Protection Act 2018. We are also obliged to follow the guidance of the Freedom of Information Act 2000, which gives individuals and organisations the right to request information held by a public authority.

To ensure Data Protection guidelines are not breached, and that parents have a full brief of the information we are required to hold by law, we provide all new intake pupils with a document known as the Privacy Notice .

This sets out how we gather information, the purpose of the information and how it is shared with other agencies. A copy of the School Privacy Notice is available to view on the school website under the GDPR section.

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Publication Scheme:

As part of the Freedom of Information Act, Sunderland City Council have an obligation to the general public to provide a right of access for all types of recorded information held by public authorities. As such, every public authority is required to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a fee is payable for accessing any data. At a local level, the school is obliged to also provide this information as outlined within this document.

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Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Website* www.rickletonprimary.co.uk Hard Copy-Prospectus Contact school office 0191 4155050	Free Free
Who's who on the governing body and the basis of their appointment	Website* www.rickletonprimary.co.uk Hard Copy-Prospectus Contact school office	Free Free
Instrument of Government	Hard Copy- Contact school office Electronic version	4p per sheet Free

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Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website* www.rickletonprimary.co.uk Hard Copy-Prospectus Contact School Office	Free Free
School prospectus	Hard Copy Only Contact school office	Free
Staffing structure	Hard Copy- Contact School Office Electronic Version	2p per sheet Free
School session times and term dates	Website www.rickletonprimary.co.uk Hard Copy-Prospectus Contact School Office	Free Free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy-School Finance File Contact School Office Electronic Version (scanned)	2p per sheet Free
Capitalised funding	Hard Copy –School Finance File Contact School Office Electronic Version (scanned)	2p per sheet Free
Additional funding	Hard Copy-School Finance File Contact School Office Electronic Version	2p per sheet Free
Procurement and projects	Hard Copy-School Finance File Contact School Office Electronic version	2p per sheet Free
Pay policy	Hard Copy-Employment Policies Procedure & Guidelines for Schools Contact School Office Electronic Version	2p per sheet Free

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Staffing and grading structure	Hard Copy-Employment Policies Procedures & Guidelines for Schools Electronic Version	2p per sheet Free
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard Copy-Prospectus Contact School Office</p> <p>Hard Copy-Prospectus Contact School Office Website www.rickletonprimary.co.uk</p>	<p>Free</p> <p>Free</p> <p>Free</p>
Performance management policy and procedures adopted by the governing body.	Hard Copy-Employment Policies, Procedures & Guidelines Contact School Office Electronic Version	2p per sheet Free
Schools future plans	Hard Copy-School Profile Contact School Office Electronic version	Free Free

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Every Child Matters – policies and procedures	Hard Copy-School Policies Contact School Office Electronic Version	2p per sheet Free
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)	
Admissions policy/decisions (not individual admission decisions)	Hard Copy -School Policy Contact School Office Website www.rickletonprimary.co.uk	2p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy or electronic version Contact Governor’s Section governor@togetherforchildren.org.uk	Refer Govs Section
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy or electronic version Contact Governor’s Section governor@togetherforchildren.org.uk	Refer Govs Section

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy (guidance for safer working practice) • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy (Data Protection) • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Hard Copy of policies Contact School Office</p> <p>Electronic Version</p> <p>Some policies available on the school website</p> <p>www.rickletonprimary.co.uk</p>	<p>2p per sheet</p> <p>Free</p> <p>Free</p>

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<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 • Pupil discipline 	<p>Hard Copies of Policies Contact School Office</p> <p>Electronic Version</p> <p>Some policies available on the school website</p> <p>www.rickletonprimary.co.uk</p>	<p>2p per sheet</p> <p>Free</p> <p>Free</p>
<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) 	<p>Hard copy Contact School Office</p> <p>Available on the school website under GDPR section and some in the policies section</p>	<p>2p per sheet</p> <p>Free</p>

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy or electronic version Contact Governors Section governor@togetherforchildren.org.uk	Refer Govs Section
Disclosure logs	Not available	
Asset register	Inspection Only Contact School Office	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE	Inspection Only Contact School Office	Free

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REGISTER)		
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* www.rickletonprimary.co.uk School newsletter or prospectus Hard Copy Contact School Office	Free Free
Out of school clubs	Website* www.rickletonprimary.co.uk School newsletter or	Free Free

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	prospectus Hard Copy Contact School Office	
School publications	Hard Copy Contact School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy Contact School Office	2p per sheet

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 @ 2p per sheet (black & white)	Actual cost * includes admin costs
	Photocopying/printing @ 3p per sheet (colour)	Actual cost includes admin costs
	Postage	Actual cost of Royal Mail standard 2 nd class

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* the actual cost incurred by the public authority (school)

Review Date	Changes made	Ratification Date by Governing Body
November 2020	Unchanged apart from minor amendments to contact details.	Dec 2020
November 2021	Unchanged	Dec 2021
February 2024	Minor amendment to cost of copies if printed versions of documents are requested.	Feb 2024
February 2025	Unchanged	