



Chollerton First School
Station Road
Barrasford,
Northumberland
NE48 4AA

Freedom of Information

Guide to information available from Chollerton First School under the model publication scheme

Class 1 - Who we are and what we do

Chollerton C of E (Voluntary Aided) First School

Station Road
Barrasford,
Northumberland
NE48 4AA

Headteacher: Mrs Glenda Glenwright
(01434) 681572

Age Range: 2 to 9
Mixed Gender
Local Authority – Northumberland (929)
Diocese of Newcastle and Durham

Information - item	Available from	Cost
Who's who in the school - our staff	Website: http://www.chollerton.northumberland.sch.uk/website/staff/100790	Free Hard copy: available upon request - please contact school
Instrument of Government	http://www.chollerton.northumberland.sch.uk/website/governors/100793	Hard copy: available upon request - please contact school

Who's who on the governing body -our governors and their roles	Website: http://www.chollerton.northumberland.sch.uk/website/governors/100793	Free Hard copy: available upon request - please contact school
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Information - item	Available from	Cost
Contact details for the Head teacher and for the Chair of Governors	Website: http://www.chollerton.northumberland.sch.uk/website/contact/94452	Free Hard copy: available upon request - please contact school
School prospectus	Website: http://www.chollerton.northumberland.sch.uk/website/prospectus/100794	Free Hard copy: available upon request - please contact school
Staffing structure	Website: http://www.chollerton.northumberland.sch.uk/website/staff/100790 Hard copy: available upon request - please contact school	Free Hard copy: available upon request - please contact school
School session times and term dates	Website: http://www.chollerton.northumberland.sch.uk/website/holidays_term_dates/100804	Free Hard copy: available upon request - please contact school
Address of school and contact details, including email address.	Website: http://www.chollerton.northumberland.sch.uk/website/contact/94452	Free Hard copy: available upon request - please contact school

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

Information - item	Available from	Cost
Annual budget plan and financial statements	http://www.chollerton.northumberland.sch.uk/website/policies/100791 http://www.chollerton.northumberland.sch.uk/website/financial_information/592721 Available upon request - please contact school	Free
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.	Available upon request - please contact school	
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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information - item	Available from	Cost
<p>School profile (if school create one) <i>otherwise</i></p> <p>And in all cases:</p> <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 ● The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report ● Post-inspection action plan 	<p>http://www.chollerton.northumberland.sch.uk/website/ofsted_siams/100795</p>	<p>Free</p> <p>Hard copy: available upon request - please contact school</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Available upon request - please contact school</p>	<p>Free</p> <p>Hard copy: available upon request - please contact school</p>
<p>Performance data or a direct link to it</p>	<p>Website: http://www.chollerton.northumberland.sch.uk/website/performance_data/100801 Hard copy: available upon request - please contact school</p>	<p>Free</p> <p>Hard copy: available upon request - please contact school</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>http://www.chollerton.northumberland.sch.uk/website/school_development_plan/630997</p>	<p>Free</p> <p>Hard copy: available upon request - please contact school</p>
<p>Safeguarding and child protection</p> <p>This is policies & who is DSL plus the Head's report to the governors on safeguarding [part one agenda] NOT any sensitive info</p>	<p>Website: http://www.chollerton.northumberland.sch.uk/website/safeguarding_and_child_protection/357606</p>	<p>Free</p> <p>Hard copy: available upon request - please contact school</p>

Class 4 – How we make decisions

(Decision making processes and records of decisions) Current and previous three years as a minimum

Information - item	Available from	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: http://www.chollerton.northumberland.sch.uk/website/admissions/100792	Free Hard copy: available upon request - please contact school
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).	Website: http://www.chollerton.northumberland.sch.uk/website/governors/100793	Free Hard copy: available upon request - please contact school

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.		
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) 	Website: http://www.chollerton.northumberland.sch.uk/website/policies/100791 http://www.chollerton.northumberland.sch.uk/website/data_protection_information_management/361997	Free Hard copy: available upon request - please contact school
Charging regimes and policies.	Website: http://www.chollerton.northumberland.sch.uk/website/policies/100791	Free Hard copy: available upon request - please contact school

Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information - item	Available from	Cost
Curriculum circulars and statutory instruments	Website: http://www.chollerton.northumberland.sch.uk/website/curriculum_information_/355092 Charging for Activities Policy	Free Hard copy: available upon request - please contact school
Disclosure logs		Free Hard copy: available upon request - please contact school
Asset register	Available upon request - please contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Available upon request - please contact school	Free Hard copy: available upon request - please contact school

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)

Information - item	Available from	Cost
Extra-curricular activities	Website: http://www.chollerton.northumberland.sch.uk/website/curriculum_enrichment/368141	Free Hard copy: available upon request - please contact school
Out of school clubs	http://www.chollerton.northumberland.sch.uk/website/wrap_around_care/703997	n/a

Services for which the school is entitled to recover a fee, together with those fees	Website: http://www.chollerton.northumberland.sch.uk/website/curriculum_information_/355092 Charging for Activities Policy	Free Hard copy: available upon request - please contact school
School publications, leaflets, books and newsletters	Website: http://www.chollerton.northumberland.sch.uk/website/newsletters/100778 http://www.chollerton.northumberland.sch.uk/website/news/94450	Free Hard copy: available upon request - please contact school

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	Actual cost 0.00490
	Photocopying/printing @ ..p per sheet (colour)	Actual cost 0.04250
	Postage	Actual cost of Royal Mail standard 2 nd 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	**	