

# Freedom of Information

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

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> This will be current information only		
Who's who in the school	Hard copy and website	Free
Who's who on the governing body and the basis of their appointment	Hard copy and website	Free
Instrument of Government	Hard copy	Free
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 on request	Free
School prospectus	Hard copy and website	Free
Governors Annual Report	Hard copy and website	Free
Staffing structure	Hard copy and website	Free
School session times and term dates	Hard copy and website	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual budget plan and financial statements	Hard copy	Charges apply
Capitalised funding	Hard copy	Charges apply
Additional funding	Hard copy	Charges apply
Pay policy	Hard copy	Charges apply
Staffing and grading structure	Hard copy	Charges apply

# Freedom of Information

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

<b>Class 3 – What our priorities are and how we are doing</b>		
School and National test result	Hard copy	Free
Government supplied performance data	Hard copy	Free
The latest Ofsted Report	Website	Free
Data Dashboard	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	Charges apply
School Development Plan	Hard copy	Charges apply
<b>Class 4 – How we make decisions</b>		
Admissions policy	Hard copy	Charges apply
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	Charges apply
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	Charges apply
<b>Class 5 – Our policies and procedures</b>		
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Equality policy</li> </ul>	Hard copy If available on website	Charges apply Free

# Freedom of Information

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

Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Subject specific policies</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Behaviour</li> <li>• Child Protection</li> </ul>	Hard copy If available on website	Charges apply Free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Freedom of Information Policy</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (Fair Processing Notice)</li> </ul>	Hard copy	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(some information may only be available by inspection)	
Register of Business Interests	Inspection	Free
Gifts and Hospitality	Inspection	Free
Asset register	Inspection	Free

# Freedom of Information

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

<b>Class 7 – The services we offer</b> Current information only		
Out of school clubs	Hard copy	Free
Leaflets books and newsletters	Hard copy and website	Free

### Contact details:

Mrs R Bainbridge  
Sessay C E Primary School  
Sessay  
Thirsk  
North Yorkshire  
YO7 3NA

### SCHEDULE OF CHARGES

The school have adopted the NYCC charges for requests under the Freedom of Information Act. These charges can be requested from the school office or are on the North Yorkshire website. Upon request you will be informed by letter of the charges. These charges will need to be paid before receipt of the requested documents.