



BACKWORTH PARK PRIMARY SCHOOL

Miss L Welsh
Headteacher
Hotspur North
Backworth
Newcastle upon Tyne
NE27 0FZ
Telephone 0191 815 8000

Email office@backworthparkprimary.org.uk
Website www.backworthpark.com

Freedom of Information Publication Scheme for Backworth Park Primary School

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do Backworth Park Primary School Hotspur North Backworth Tyne and Wear NE27 0FZ Tel 0191 815 8000 Email office@backworthparkprimary.org.uk <i>Providing education from Nursery to Year 6</i>		
Who's who in the school	Website	£0.00
Who's who on the governing body / board of governors and the basis of their appointment	Website	£0.00
Instrument of Government / Articles of Association	Hard copy	£0.00
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website GIAS	£0.00
School prospectus (if any)	N/A	£0.00
Staffing structure	Website	£0.00
School session times and term dates	Website	£0.00
Address of school and contact details, including email address.	Website	£0.00

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 2 -What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual budget plan and financial statements	Hard Copy	£0.00
Capital Funding	Hard Copy	£0.00
Financial audit reports	Hard Copy	£0.00
Details of expenditure items over £2000	Hard Copy	£0.00
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).	https://my.northtyneside.gov.uk/category/1271/transparency or hard copy	£0.00
Pay policy	Hard Copy	£0.00
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	Hard Copy	£0.00
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.	Hard Copy	£0.00
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Not applicable	£0.00

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 3- What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits inspections and reviews)</i> <i>Current information as a minimum</i>		
School profile (if any) And in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	Website	£0.00
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report Post-inspection action plan	Website	£0.00
Performance management policy and procedures adopted by the governing body.	Hard copy	£0.00
Performance data or a direct link to it	Website	£0.00
The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website Hard copy	£0.00
Safeguarding and child protection	Website	£0.00

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 4- How do we make decisions. <i>(Decisions making processes and records of decisions)</i> <i>Current and previous 3 years as a minimum</i>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	£0.00
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 or Inspection of documents	£0.00

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 5- Our policies and procedures <i>(current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</i>		
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	Website Or Hard Copy	£0.00
Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Website	£0.00

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 6- Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register)</i>		
Curriculum circulars and statutory instruments	Website or Hard Copy	£0.00
Disclosure logs	Hard Copy	£0.00
Asset register	Inspection only	£0.00
Any information the school is currently legally required to hold in publicly available registers	Hard Copy	£0.00

Information to be published. This includes datasets where applicable – please see “how to complete the guide to Information	How the information can be obtained	Cost
Class 7- The Services we offer <i>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>		
Extra-curricular activities	Website	£0.00
Out of school clubs	Hard Copy	£0.00
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications, leaflets, books and newsletters	Website or Hard Copy	

Schedule of Charges <i>This describes how the charges (costs in this document) have been arrived at and should be published as part of this guide.</i>		
Type of charge – example; costs to school, statutory fee	Description – example; postage, photocopying, printing	Basis of Charge – example: First class stamp cost, cost of paper and printing
	Postage	The actual cost incurred by the school