

Be strong and courageous; do not be afraid, for it is the LORD your God who goes with you."



GOSFORTH C OF E PRIMARY SCHOOL

Freedom of Information Publication Scheme

Date policy last
reviewed:

September 2025

Signed by:

L. Long

Headteacher

Date:

C. Walton

Chair of governors

Date:

Freedom of Information

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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 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who in the school	Website: https://www.gosforth.cumbria.sch.uk/whos-who/ Hard copy: available upon request - contact school	Free 5p per page
Who’s who on the governing body/board of governors and the basis of their appointment	Website: https://www.gosforth.cumbria.sch.uk/board-of-governors/ Hard copy: available upon request - contact school	Free 5p per page
Instrument of Government/Articles of Association	Hard copy: available upon request - contact school	5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website: https://www.gosforth.cumbria.sch.uk/board-of-governors/ Hard copy: available upon request - contact school	Free 5p per page
School prospectus	Website:	Free

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	https://www.gosforth.cumbria.sch.uk/prospectus-2021-22/ Hard copy: available upon request - contact school	5p per page
Staffing structure	Hard copy: available upon request - contact school	5p per page
School session times and term dates	Hard copy: available upon request - contact school	5p per page
Address of school and contact details, including email address	Website: https://www.gosforth.cumbria.sch.uk/contact-us/ Hard copy: available upon request - contact school	Free 5p per page
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		
Annual budget plan and financial statements	Hard copy: available upon request - contact school	5p per page
Capital funding	Hard copy: available upon request - contact school	5p per page
Financial audit reports	Hard copy: available upon request - contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request - contact school	5p per page

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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)	Hard copy: available upon request - contact school	5p per page
Pay policy	Hard copy: available upon request - contact school	5p per page
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: available upon request - contact school	5p per page
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: available upon request - contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	5p per page

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<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>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website: https://www.gosforth.cumbria.sch.uk/assessment-information/</p> <p>Website: https://www.gosforth.cumbria.sch.uk/ofsted-report/</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>Free</p> <p>5p per page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page</p>
<p>Performance data or a direct link to it</p>	<p>Website: https://www.gosforth.cumbria.sch.uk/assessment-information/</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>5p per page</p>
<p>The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status</p>	<p>Hard copy: available upon request - contact school</p>	<p>5p per page</p>

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Safeguarding and child protection	Website: https://www.gosforth.cumbria.sch.uk/safeguarding/ Hard copy: available upon request – contact school	Free 5p per page
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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy	Website: https://gosforth.secure-primarysite.net/admissions/ Hard copy: available upon request – contact school	Free 5p 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 – contact school	5p per page

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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 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.</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: available upon request – contact school</p>	<p>5p per page</p>
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Website: https://gosforth.secure-primarysite.net/policies-and-procedures/</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p>

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Website: https://gosforth.secure-primarysite.net/curriculum-outlines/</p> <p>Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Disclosure logs</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only - contact school</p>	<p>Free</p>

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website: https://gosforth.secure-primarysite.net/after-school-clubs/ Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Out of school club – wraparound care</p>	<p>Website: https://gosforth.secure-primarysite.net/nursery-info/ Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website: https://gosforth.secure-primarysite.net/policies-and-procedures/ Hard copy: available upon request – contact school</p>	<p>Free</p> <p>5p per page</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Hard copy:</p>	<p>5p per page</p>

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	available upon request – contact school	
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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 @ ..p per sheet (black & white)	Actual cost * - 5p per page
	Photocopying/printing @ ..p per sheet (colour)	Actual cost - Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation	Not available

* the actual cost incurred by the public authority