

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do (Information about us; our structures, locations and contacts-Current information only)		
Who's who in school	Website: https://newtown.education/whos-who/ Hard Copy: available on request-contact school	Free 4p a sheet
Who's who on the governing body / board of governors and selection criteria for appointment	Website: https://newtown.education/whos-who-1/ Hard Copy: available on request-contact school	Free 4p a sheet
Instrument of Government / Articles of Association	Hard Copy: available on request-contact school	4p a sheet
Head teacher's contact details	Website: https://newtown-school.secure-primariesite.net/welcome/	Free
Governing body's contact details	Website: https://newtown-school.secure-primariesite.net/whos-who-1/ Hard Copy: available on request-contact school	Free 4p a sheet
Staffing structure	Website: https://newtown.education/whos-who/ Hard Copy: available on request-contact school	Free 4p a sheet
School session times and term dates	Website: https://newtown-school.secure-primariesite.net/about-our-school/ https://newtown-school.secure-primariesite.net/dates/ Hard Copy: available on request-contact school	Free 4p a sheet
Address of school and contact details including email address	Website: https://newtown.education/contact/	Free

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit-Current and previous financial year as a minimum)		
Annual budget and financial statements	Hard Copy: available on request-contact school	4p a sheet
Capital funding Financial Audits reports	Hard Copy: available on request-contact school	4p a sheet
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard Copy: available on request-contact school	4p a sheet
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard Copy: available on request-contact school	4p a sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard Copy: available on request-contact school	4p a sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard Copy: available on request-contact school	4p a sheet
Procurement and contracts we have entered into	Hard Copy: available on request-contact school	4p a sheet
Details of any premiums we receive such as Pupil premium.	Website: https://newtown.education/pupil-premium/ https://newtown-school.secure-primarysite.net/pe-sports-premium/	Free
	Hard Copy: available on request-contact school	4p a sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews-Current information as a minimum)		
OFSTED Report	Website: https://newtown.education/ofsted/	Free
Post-inspection action plan	Hard Copy: available on request-contact school	4p a sheet
The school's/academy's future plans. Eg. proposals for and any consultation on the future of our	Hard Copy: available on request-contact school	4p a sheet

school/academy, such as a change in status.		
School profile and performance data (or a direct link to the data)	Website: Hard Copy: available on request-contact school	Free 4p a sheet
Safeguarding and Child Protection	Website: https://newtown.education/safeguarding/ Hard Copy: available on request-contact school	Free 4p a sheet
Class 4 – How we make decisions (Decision making processes and records of decisions-Current and previous three years as a minimum)		
Admissions policy and decisions	Website: https://newtown.education/admissions/ Hard Copy: available on request-contact school	Free 4p a sheet
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Website: https://newtown-school.secure-primarysite.net/minutes/ Hard Copy: available on request-contact school	Free 4p a sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities-Current information only)		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website: https://newtown-school.secure-primarysite.net/policies/ Hard Copy: available on request-contact school	Free 4p a sheet
Safeguarding and child protection, including protecting children's personal data	Website: https://newtown.education/safeguarding/ https://newtown-school.secure-primarysite.net/gdpr-foi/ Hard Copy: available on request-contact school	Free 4p a sheet
Equality and Diversity	Website: https://newtown-school.secure-primarysite.net/policies/ Hard Copy: available on request-contact school	Free 4p a sheet
Policies and procedures relating to recruitment and human resources	Hard Copy: available on request-contact school	4p a sheet
Special educational needs	Website: https://newtown-school.secure-	Free

	primarysite.net/special-educational-needs-1/ Hard Copy: available on request-contact school	4p a sheet
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: https://newtown-school.secure-primarysite.net/compliments-complaints-and-feedback/ https://newtown-school.secure-primarysite.net/gdpr-foi/ Hard Copy: available on request-contact school	Free 4p a sheet
Pay Policy	Hard Copy: available on request-contact school	4p a sheet
Records management (Information security policies Records retention, destruction and archive policies)	Hard Copy: available on request-contact school	4p a sheet
Data protection (including information sharing and CCTV usage policies)	Website: https://newtown-school.secure-primarysite.net/gdpr-foi/ Hard Copy: available on request-contact school	Free 4p a sheet
Charging regimes and policies	Website: https://newtown-school.secure-primarysite.net/policies/ Hard Copy: available on request-contact school	Free 4p a sheet
Class 6 – Lists and Registers (Currently maintained lists and registers only (this does not include the attendance register))		
Curriculum circulars and statutory instruments	Hard Copy: available on request-contact school	4p a sheet
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	N/A	N/A
Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only-contact school	N/A
Asset register and Information Asset register	Inspection only-contact school	N/A
Any information we are currently legally required to hold in publicly available registers	Inspection only-contact school	N/A
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)		

Extra-curricular activities	Website: https://newtown-school.secure-primarysite.net/before-and-after-school-club/	Free
Services for which we are entitled to recover a fee, together with those fees	Website: https://newtown-school.secure-primarysite.net/policies/ Hard Copy: available on request-contact school	Free 4p a sheet
Requests for paper copies of information	Website: https://newtown-school.secure-primarysite.net/gdpr-foi/ Hard Copy: available on request-contact school	Free 4p a sheet
Our publications, leaflets, books and newsletters	Website: https://newtown-school.secure-primarysite.net/ https://newtown-school.secure-primarysite.net/parent-handbook/ Hard Copy: available on request-contact school	Free 4p a sheet

Schedule of Charges

Type of Charge	Description	Basis of Charge	Charge
Disbursement Costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost	4p a sheet
	Postage	Actual cost of Royal Mail 2 nd class stamp	£1.55

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