

Guide to Information

Certain information about our organisation is required to be published under the Freedom of Information Act or in accordance with guidance issued by the Department of Education. This guide identifies where this information is published or how it can be obtained.

Please note that the guide only covers the information we currently hold. Any information that is not held will be marked as such.

Class 1 - Who we are and what we do			
Information about us: our structures, locations, and contacts. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
Contact details for the school or Trust, postal and email address (if used). Where possible, named contacts with telephone number and email address.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/	Not applicable
Headteacher's contact details.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/	Not applicable
Who's who in the school or Trust.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/staff/42528	Not applicable
Who's who on the governing body/ board of governors and selection criteria for appointment/ governing body's contact details.	ICO & DfE	Published on the school/Trust website: https://www.norleyce.cheshire.sch.uk/page/governor-profiles/44778	Not applicable
Diversity data for the governing board.	DfE	Not held.	Not applicable



Class 1 - Who we are and what we do

Information about us: our structures, locations, and contacts. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
For Academies: Trustees' contact details.	ICO	Trustees can be contacted through the CDAT central office. Published on the Trust website: www.cdat.co.uk/contact.html	Not applicable
For Academies: Trustee who's who.	ICO & DfE	https://www.cdat.co.uk/our-services/governance/our-trust/governance.html	Not applicable
For Academies: Trustee diversity data.	DfE	Not held.	Not applicable
Instrument of Government/ Articles of Association.	ICO & DfE	Published on the Trust website: www.cdat.co.uk/our-services/governance/our-trust/legal-financial-information.html	Not applicable
Prospectus.	ICO	See school website: https://www.norleyce.cheshire.sch.uk/	Not applicable Yes – see cost table.
School/Academy session times and term dates.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/curriculum/42569	Not applicable
School curriculum.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/curriculum/42569	Not applicable



Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
Annual budget and financial statements.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
For Academies: Annual accounts.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Capital funding.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Financial audit reports.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Staff pay – number of employees who have a gross annual salary and benefits of £100,000 or more, published in £10,000 increments.	DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/finances/117002	Not applicable



Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
For Academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Procurement and contracts.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Details of any premiums we receive such as pupil premium, recovery premium and sports premium.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/additional-funding/42571	Not applicable



Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Annual report.	ICO DfE (Academies)	Published on the Trust website: www.cdat.co.uk/our-services/governance/our-trust/legal-financial-information.html	Not applicable
Latest reports from regulators (Ofsted /Estyn / Education and Training Inspectorate)	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/inspections/42527	Not applicable
Test, exam, and assessment results.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/assessment-results/42570	Not applicable
Performance tables.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/assessment-results/42570	Not applicable
Remote education.	DfE	See individual class pages on the school website: https://www.norleyce.cheshire.sch.uk/classes	Not applicable
The school or Academy's future plans e.g., proposals for and any consultation on the future of the school/Academy, such as a change in status (if applicable).	ICO	Where applicable this will be published on the school website: https://www.norleyce.cheshire.sch.uk/	Yes – see cost table.
School profile and performance data supplied to the Government.	ICO & DfE	Published on the GIAS website: www.get-information-schools.service.gov.uk/Search	Not applicable



Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.

Class 4 – How we make decisions

Decision making processes and records of decisions. This is current information and the previous three year's information.

Information to be published	Authority	How you can obtain the information	Cost
Admissions policy and, where applicable, admission decisions (not individual decisions e.g., application numbers/ patterns of successful applicants, including criteria on which applications were successful).	ICO & DfE	Policy is on school website: https://www.norleyce.cheshire.sch.uk/page/new-admissions/42524 Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	ICO & DfE	Hard copy available on request. Please contact the school office.	Not applicable



Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
School policies and other documents, such as behaviour policy, complaints procedure, anti-bullying policy, eSafety, SEND, access to information etc.	ICO & DfE	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Safeguarding and child protection, including protecting children's personal data.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Equality and diversity including the public sector equality duty.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Policies and procedures relating to recruitment and human resources.	ICO	Hard copy available on request. Please contact the school office.	Not applicable
Special educational needs.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Customer service and complaints policies and procedures (including those covering handling requests for information and operating the publication scheme).	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable



Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Pay policy.	ICO	Hard copy available on request. Please contact the school office.	Not applicable
Records management (information security policies, records retention, destruction and archive policies).	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Data protection (including information sharing and CCTV usage policies).	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Charging regimes and policies.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/policies/42568	Not applicable
Careers programme information.	ICO	Not held.	Yes – see cost table.

Class 6 – Lists and registers

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

Information to be published	Authority	How you can obtain the information	Cost
CCTV - details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



Class 6 – Lists and registers

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

Information to be published	Authority	How you can obtain the information	Cost
		Please note that some information may only be available by inspection. This means a copy will not be provided and the individual would need to come in to school to view it. See CCTV Policy	
Disclosure logs, i.e., information provided in response to FOI/EIR requests.	ICO	Not held.	Not applicable
Asset register and Information Asset Register.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Any information we are currently legally required to hold in publicly available registers.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.
This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Extra-curricular activities.	ICO	Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.



Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Out of school clubs.	ICO	Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
Services for which we are entitled to recover a fee, together with those fees.	ICO	Not held.	Yes – see cost table.
Our publications, leaflets, books and newsletters.	ICO	Published on the school website: https://www.norleyce.cheshire.sch.uk/page/newsletter/42578 Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
Additional Information			
Any information that is not itemised in the lists above.	Not applicable	Not applicable	Not applicable

Schedule of charges

The following table describes how we assess any charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost incurred
	Photocopying @ 8p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee	Not applicable	Not applicable

The office details for information available upon request are:

Norley CE Primary School
Hough Lane
Norley
Cheshire
WA6 8JZ

admin@norleyce.cheshire.sch.uk

