

Swalwell Primary School

Freedom of Information Publication Scheme

Publication Scheme Statement

Swalwell Primary School has adopted the Information Commissioner's Office (ICO) Model Publication Scheme in accordance with Section 19 of the Freedom of Information Act 2000. The purpose of this scheme is to make information routinely available to the public and to promote openness and transparency in the way the school operates. The school will make information available through its website where possible and will provide alternative formats on request.

School Information

School Name: Swalwell Primary School

Address: South View Terrace, Swalwell, Newcastle upon Tyne, Tyne & Wear, NE16 3HZ

Telephone: 0191 433 4000

Email: swalwell@gatedu.org

Website: www.swalwellprimary.org

Executive Headteacher: Mrs Rachel Hocking

Head of School: Miss Georgia Jelly

School Business Manager / SOCO: Mrs Eileen Elliott

Chair of Governors: Lucy Gray

Information Available Under This Scheme

1. Who We Are and What We Do

Information about the school's structure, governance and contacts, including:

- School contact details
- Staff structure and leadership team
- Governing Body membership and responsibilities
- School prospectus
- School values and ethos
- SEND information
- Admissions information

2. What We Spend and How We Spend It

Information relating to the school's finances, including:

- Annual budgets (where published)
- Audited accounts
- Financial benchmarking information
- Pupil Premium funding and expenditure
- Sports Premium funding and expenditure
- Procurement and contracts information as appropriate

3. What Our Priorities Are and How We Are Doing

Information about the school's performance and improvement plans, including:

- Ofsted reports
- School performance information
- School improvement priorities
- Pupil outcomes
- Self-evaluation information where appropriate

4. How We Make Decisions

Information explaining decision-making processes, including:

- Governing Body structure and committee arrangements
- Terms of Reference for Governors' committees
- Minutes of meetings (where appropriate and subject to confidentiality requirements)
- Consultation documents and policy review processes

5. Our Policies and Procedures

A range of policies and procedures governing the operation of the school, including:

- Safeguarding and Child Protection
- Behaviour Policy
- Curriculum Policies
- Health and Safety
- Equal Opportunities
- UK GDPR and Data Protection
- Complaints Procedures
- Other statutory and operational policies

6. Lists and Registers

The school maintains various statutory registers and records, including:

- Governor Register of Interests
- Asset and information registers where appropriate
- Records required by legislation

Some information may only be available upon request and may be subject to exemptions under the Freedom of Information Act or Data Protection legislation.

7. The Services We Offer

Information about services provided by the school, including:

- Education provision
- Special Educational Needs support
- School meals and wraparound provision
- Extra-curricular activities
- Parent information and guidance
- Community engagement information

Accessing Information

Most information covered by this scheme is available on the school's website:

www.swalwellprimary.org

Where information is not available online, requests should be made in writing to:

School Business Manager

Swalwell Primary School
South View Terrace
Swalwell
Newcastle upon Tyne
NE16 3HZ

Email: swalwell@gatedu.org

Charges

Information published on the website is available free of charge.

Paper copies of information may be provided free of charge where required. The school website states that hard copies of documents can be requested from the school office and will be provided without charge.

Where the Freedom of Information Act permits a charge to be made for providing information, applicants will be informed in advance.

Review

This Publication Scheme will be reviewed annually to ensure that information remains accurate, current and compliant with the Freedom of Information Act 2000 and associated ICO guidance.

Approved by: Governing Body

Chair of Governors: Lucy Gray

Executive Headteacher: Rachel Hocking

Review Frequency: Annual

Next Review Date: September 2027