

Freedom of Information

Guide to information available from Willingham Primary School under the model publication scheme

| Information to be published. | 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 | Hard copy/website | TBA |
| Who's who on the governing body / board of governors and the basis of their appointment | Hard copy | TBA |
| Instrument of Government / Articles of Association | Hard copy | TBA |
| Contact details for the Head teacher and for the governing body, (named contacts where possible with telephone number and email address (if used)) | Hard copy/website | TBA |
| Staffing structure | Website | TBA |
| School session times and term dates | Hard copy/website | TBA |
| Address of school and contact details, including email address. | Hard copy/website | TBA |

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| 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 | TBA |
| Capitalised funding | Hard copy | TBA |
| Additional funding | Hard copy | TBA |
| Procurement and projects | Hard copy | TBA |
| Pay Policy | Hard copy | TBA |
| Staffing and grading structure | Hard copy | TBA |
| Governors' allowances | Hard copy | TBA |

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| 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 | | |
| <ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report<ul style="list-style-type: none">- Summary- Full report | Hard copy and/or website | TBA |
| Performance management policy and procedures adopted by the governing body. | Hard copy | TBA |
| Schools future plans | Hard copy | TBA |
| Safeguarding and child protection | Hard copy or website | TBA |

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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/decisions (not individual admission decisions) – where applicable | Hard copy and/or website | TBA |
| 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). | Hardcopy | TBA |

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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

School policies, including:

- Charging and Remissions Policy
- Health & Safety Policy
- Complaints Procedure
- Staff Code of Conduct Policy
- Discipline and Grievance Policies
- Equality and Diversity Policies
- Staff Recruitment Policies
- Records retention, destruction and archive policies
- Data protection (including information sharing policies)
- Special Educational Needs Policy
- Accessibility Plan

Hard copy or website

TBA

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| Class 6 – Lists and Registers | | |
|--|-----------|-----|
| Currently maintained lists and registers only | | |
| Curriculum circulars and statutory instruments | Hard copy | TBA |
| Disclosure logs | Hard copy | TBA |
| Asset register | Hard copy | TBA |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Hard copy | TBA |

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| 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 | Hard copy or website | TBA |
| Out of school clubs | Hard copy or website | TBA |
| Services for which the school is entitled to recover a fee, together with those fees | Hard copy | TBA |
| School publications, leaflets, books and newsletters | Hard copy or website | TBA |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
| Any other policies not listed above | Hard copy or website | TBA |

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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 @ 15p per sheet (black & white) | Actual cost * |
| | Photocopying/printing @ 50p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

* the actual cost incurred by the public authority