



Freedom of Information

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

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	www.willowgroveprimary.co.uk	Free
Who's who on the governing body and the basis of their appointment	www.willowgroveprimary.co.uk	Free
Instrument of Government	www.willowgroveprimary.co.uk	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	www.willowgroveprimary.co.uk	Free
School prospectus	www.willowgroveprimary.co.uk	Free
Annual Report	www.willowgroveprimary.co.uk	Free
Staffing structure	www.willowgroveprimary.co.uk	Free
School session times and term dates	www.willowgroveprimary.co.uk	Free

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)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Inspection Only	Free
Capitalised funding	Inspection Only	Free
Additional funding	Inspection Only	Free
Procurement and projects	Inspection Only	Free
Pay policy	Inspection Only	Free
Staffing and grading structure	Inspection Only	Free
Governors' allowances	Inspection Only	Free

<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>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report - Summary - Full report 	www.willowgroveprimary.co.uk	Free
<p>Performance management policy and procedures adopted by the governing body.</p>	Hard copy	10p per sheet
<p>Schools future plans (School Improvement Plan)</p>	www.willowgroveprimary.co.uk	Free
<p>Every Child Matters – policies and procedures</p>	Hard copy	10p per sheet

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	N/A	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	Inspection	Free
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings</p>	Inspection	Free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan <ul style="list-style-type: none"> • Information request handling policy • Equality and diversity (including equal opportunities) policies <ul style="list-style-type: none"> • Staff recruitment policies 	<p>All available on hard copy.</p> <p>Equality and diversity (including equal opportunities) policies also available at</p> <p>www.willowgroveprimary.co.uk</p>	<p>10p per sheet</p> <p>Free</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>All available on hard copy</p> <p>Home-school agreement and Race equality also available at</p> <p>www.willowgroveprimary.co.uk</p>	<p>10p per sheet</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>Inspection only</p>	<p>Free</p>
<p>Charging regimes and policies. 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>www.willowgroveprimary.co.uk</p>	<p>Free</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Inspection only	Free
Disclosure logs	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only	Free

<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>www.willowgroveprimary.co.uk</p>	<p>Free</p>
<p>Out of school clubs</p>	<p>www.willowgroveprimary.co.uk</p>	<p>Free</p>
<p>School publications</p>	<p>www.willowgroveprimary.co.uk</p>	<p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>www.willowgroveprimary.co.uk</p>	<p>Free</p>
<p>Leaflets books and newsletters</p>	<p>www.willowgroveprimary.co.uk</p>	<p>Free</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

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 *
	Photocopying/printing @ ..p 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