

Woodley Church of England Primary School



Our Vision:

At Woodley C of E Primary School, each person is unique and accepted as a child of God. Through strong Christian values, and our BRIGHT attitudes to learning we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

Freedom of Information Guide to information available from Woodley CE Primary School under the model publication scheme

Responsibility of: Finance and Facilities
Type of Policy: Good Practice
Reviewed: October 2022
Date of next review: October 2025

Alternative formats available:	e-mail enlarged print audio
--------------------------------	---

Chair of Governors:

Head Teacher:

Wherever possible requested information will be sent by electronic mail and will incur no cost. In cases where only a hard copy of a document is held in school, photocopies will be charged at 10p per sheet (black and white) and 15p per sheet (colour). Information can be collected from the school office. If information has to be posted, costs will be charged to the recipient.

Information to be published	How the information can be obtained
<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>	(hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Scanned copy via email
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website
Staffing structure	Website
School session times and term dates	Website
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)
Annual budget plan and financial statements	e-mail
Capitalised funding	e-mail
Additional funding	e-mail
Procurement and projects	e-mail
Pay policy	e-mail governor page of website
Staffing and grading structure	e-mail

<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>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website Website</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>e-mail.</p>
<p>Schools future plans/School Development Plan</p>	<p>e-mail</p>
<p>Child Protection Policy</p>	<p>website</p>
<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>	
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>WBC Website/Admissions</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>e-mail</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.</p>	<p>e-mail</p>
<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>	
<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 	<p>Can be e-mailed Various policies are available on our website</p>

<ul style="list-style-type: none"> • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex and Relationships Education • Special educational needs • Accessibility • Equality • Collective worship • Behaviour Policy 	Can be e-mailed Various policies are available on our website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	e-mail
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.	e-mail/website
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Asset register	e-mail
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	e-mail

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	Website e-mail
Extra-curricular activities	Information sent out at no charge
Out of school clubs	e-mail/letters sent out
Leaflets books and newsletters	email

Contact details: School Office – 0118 9693246, admin@wcofe.com

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	5p per sheet (black and white)
	Photocopying/printing	10p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)