

Freedom of Information

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

Information to be published	How the information can be obtained
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
Who's who on the governing body and the basis of their appointment	Hard copy / website
Instrument of Government	Hard copy
Contact information - address, telephone , email addresses for key personnel – including headteacher and Chair of Governors	Hard copy / website
School prospectus	Hard copy / website
Staffing structure	Hard copy
School session times and term dates	Website
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	
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
Governors' allowances	Hard copy

Freedom of Information

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

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) - Current information	
School profile <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 / website
Performance management policy and procedures adopted by the governing body.	Hard copy
Schools future plans	Hard copy / website
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)	Hard copy / website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	
School policies including: <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 • Information request handling policy 	Hard copy

Freedom of Information

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

<ul style="list-style-type: none"> Equality and diversity (including equal opportunities) policies Staff recruitment policies 	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Sex education Accessibility Collective worship Curriculum Special educational needs Race equality Pupil discipline	Hard copy / 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) 	Hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Inspection only
Curriculum circulars and statutory instruments	
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 / website
School publications including newsletters	Hard copy / website

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual costs
	Photocopying/printing @ 10 per sheet (colour)	Actual costs
	Postage	Actual cost of Royal Mail standard 2 nd class

Freedom of Information

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