

Freedom of Information

Guide to information available from Whitchurch CE 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>		
<p>Who's who in the school</p>	<p>Website https://www.whitchurchprimary.com/our-school/staff/ Hard Copy Contact Mrs Boxall, School Office</p>	<p>Free 10p per sheet</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website https://www.whitchurchprimary.com/</p>	<p>Free</p>

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	ary.com/our-school/governors/ Hard Copy Contact Mrs Boxall, School Office	10p per sheet
Instrument of Government / Articles of Association	Hard Copy Contact Mrs Boxall, School Office	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website https://www.whitchurchprimary.com/our-school/contact-details/ Hard Copy Contact Mrs Boxall, School Office	Free 10p per sheet

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School prospectus	http://www.whitchurchprimary.com/our-school/prospectus/ Hard Copy Contact Mrs Boxall, School Office	
Staffing structure	Website https://www.whitchurchprimary.com/our-school/staff/ Hard Copy Contact Mrs Boxall, School Office	Free 10p per sheet
School session times and term dates	Website https://www.whitchurchprimary.com/our-school/staff/	Free

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	Hard Copy Contact Mrs Boxall, School Office	10p per sheet
Address of school and contact details, including email address.	Website: https://www.whitchurchprimary.com/our-school/contact-details/ Hard Copy Contact Mrs Boxall, School Office	Free 10p per sheet

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<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>		
Annual budget plan and financial statements	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Capital funding	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Financial audit reports	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy Contact Mrs Boxall, School	10p sheet

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	Office	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Pay policy	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy Contact Mrs Boxall, School	10p sheet

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<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>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website</p> <p>https://www.whitchurchprimary.com/our-school/sats-results/</p> <p>https://www.whitchurchprimary.com/our-school/ofsted/</p> <p>available on website from September</p>	

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Performance management policy and procedures adopted by the governing body.	Hard Copy Contact Mrs Boxall, School Office	10p sheet
Performance data or a direct link to it	Hard Copy Contact Mrs Boxall, School Office	10p sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	On website from September	
Safeguarding and child protection	Website: https://www.whitchurchprimary.com/our-school/policies/ Hard Copy Contact Mrs Boxall, School Office	Free 10p per copy

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<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) – where applicable</p>	<p>Website https://www.whitchurchprimary.com/our-school/policies/</p> <p>Hard Copy Contact Mrs Boxall, School Office</p>	<p>Free</p> <p>10p per sheet</p>
<p>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).</p>	<p>On the website Hard Copy https://www.whitchurchprimary.com/our-school/governors/ Contact Mrs Boxall, School</p>	<p>10p per sheet</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</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>Website https://www.whitchurchprimary.com/our-school/policies/</p> <p>Hard Copy Contact Mrs Boxall, School Office</p>	<p>Free</p> <p>10p per sheet</p>

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<p>Charging regimes and policies.</p> <p>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>Website https://www.whitchurchprimary.com/our-school/policies/</p> <p>Hard Copy Contact Mrs Boxall, School Office</p>	<p>Free</p> <p>10p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Website https://www.whitchurchprimary.com/curriculum/our-curriculum/</p>	
<p>Disclosure logs</p>	<p>Inspection only – contact Head Teacher</p>	

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Asset register	Inspection only Contact School Business Manager	
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact Head Teacher	
<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>		
Extra-curricular activities	Contact Mrs Boxall, School Office	
Out of school clubs	Contact Mrs Boxall, School Office	
Services for which the school is entitled to recover a fee, together with those fees	Charging and Remissions Policy	

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	https://www.whitchurchprimary.com/our-school/policies/	
School publications, leaflets, books and newsletters	Website: https://www.whitchurchprimary.com/our-school/policies/	

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 @ 10p per sheet (black & white)	Actual cost * Cost of staff time Cost of photocopying
	Photocopying/printing @ 20p per sheet (colour)	Actual cost

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	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