

Freedom of Information

Guide to information available from Wentworth 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	(hard copy and/or website)	
Who's who in the school	Website	N/A
Who's who on the governing body and the basis of their appointment	Website	N/A
Instrument of Government	Website	N/A
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	N/A
School prospectus	Website	N/A
Annual Report	Website	N/A
Staffing structure	Website	N/A
School session times and term dates	Website	N/A

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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>	(hard copy and/or website)	
Annual budget plan and financial statements	Hardcopy ~ per year	£20.00
Capitalised funding	Hardcopy ~ per year	£20.00
Additional funding	Hardcopy ~ per year	£20.00
Procurement and projects	Hardcopy ~ per year	£20.00
Pay policy	Hardcopy ~ per year	£20.00
Staffing and grading structure	Hardcopy ~ per year	£20.00
Governors' allowances	Hardcopy ~ per year	£20.00
<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 <ul style="list-style-type: none"> - Summary - Full report 	Website	N/A
Performance management policy and procedures adopted by the governing body.	Hardcopy	£20.00
Schools future plans	Hardcopy	£20.00
Keeping Children Safe in Education	Website	N/A

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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	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Website	N/A
Agendas of meetings of the governing body and (if held) its sub-committees	Hardcopy	£20.00 a year
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy	£40.00 a year

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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</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety policy statement • School complaints procedure • Code of Conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Safer recruitment policy 	<p>Website Website Website Hardcopy Hardcopy Website Website Website Website Website</p>	<p>£20.00 per policy</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Child Protection Policy • Prospectus • Sex education and relationship policy • Special educational needs • Accessibility • Single equalities policy • Behaviour and discipline Policy • Anti-Bullying Policy • Photography Policy • Social Media Policy 	<p>All on Website</p>	<p>N/A</p>

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<ul style="list-style-type: none"> • E-safety and Acceptable Use Policy • Teaching of British Values • Extremism Policy 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies 	Website	N/A
<ul style="list-style-type: none"> • Records retention destruction and archive policies Data protection (including information sharing policies)	Hardcopy Website	£20.00 N/A
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	Website	
Asset register	Hardcopy	£20.00 a copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hardcopy	N/A

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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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	N/A
Out of school clubs	Website	N/A
School publications	Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	Website	N/A
Leaflets books and newsletters	Website	N/A

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Contact details: admin@wentworth.essex.sch.uk

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