

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
<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	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
<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	N/A
Capitalised funding	Hardcopy ~ per year	N/A

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Additional funding	Hardcopy ~ per year	N/A
Procurement and projects	Hardcopy ~ per year	N/A
Pay policy	Hardcopy ~ per year	N/A
Staffing and grading structure	Hardcopy ~ per year	N/A
Governors' allowances	Hardcopy ~ per year	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
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 	Website	N/A
Performance management policy and procedures adopted by the governing body.	Hardcopy	N/A
Schools future plans	Hardcopy	N/A
Keeping Children Safe in Education	Website	N/A
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	N/A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy	N/A
Class 5 – Our policies and procedures	(hard copy or website)	

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(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 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 	Website Website Website Website Hardcopy Website Website Website Website Website	N/A
Pupil and curriculum policies, including: <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 • E-safety and Acceptable Use Policy • Teaching of British Values • Extremism Policy 	All on Website	N/A
Records management and personal data policies, including:		

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<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	N/A 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	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hardcopy	N/A
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

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

SCHEDULE OF CHARGES