



Freedom of Information

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

School website address: www.woodcroftprimary.co.uk

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do (current organisational information, structures, locations and contacts)		
Who's who in the school	School's website – about us/who's who	
Who's who on the Governing Body and the basis of their appointment	School's website – Community/Meet the Governors	Free
Instrument of Government	Clerk to Governors	5p per sheet
Contact details for the Headteacher and for the Governing Body (including named contacts if possible)	School's website – about us/who's who	Free
School Prospectus	School's website	Free
Annual Report	On request from the school office	5p per sheet
Staffing Structure	School's website – About us/key information/policies	Free
School session times and term dates	School's website – parents/calendar	Free

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)		
Annual Budget Plan and Financial Statements	http://www3.hants.gov.uk/education/schools/budgetshares on request from the school office	5p per sheet
Capitalised funding	On request from the school office	5p per sheet
Additional funding	On request from the school office	5p per sheet
Procurement and Projects	On request from the school office	5p per sheet



Pay Policy	On request from the school office	5p per sheet
Staffing and Grading structure	On request from the school office	5p per sheet
Governors' allowances	On request from the school office	5p per sheet

Class 3 – what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
School Profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> Summery Full Report 	School's website – about us/key information/Ofsted reports	Free
Performance Management Policy and Procedures adopted by the Governing Body	On request from the school office	5p per sheet

Class 4 – how we make decisions (current +3 yrs Decision making processes and records of decisions)		
Admissions Policy/decisions (not individual admission decisions)	School's website – About us/key information/policies	Free
Agendas of meetings of the Governing Body and its sub-committees	Clerk to the Governors	5p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk to the Governors	5p per sheet



Class 5 – our policies and procedures (current written policies and procedures for delivering our services and responsibilities)		
School's 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 • Equality and Diversity (including Equal Opportunities) Policies 	School's website – About us/key information/policies School's website – About us/key information/policies School's website – About us/key information/policies On request from the school office On request from the school office On request from the school office On request from the school office School's website – About us/key information/policies	Free Free Free 5p per sheet 5p per sheet 5p per sheet 5p per sheet Free
Pupil and Curriculum Policies, including: <ul style="list-style-type: none"> • Home-School Agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Race Equality • Collective Worship • Pupil Discipline 	School's website – About us/key information/policies School's website – About us/key information/policies School's website – About us/key information/policies School's website – About us/key information/policies School's website – About us/key information/policies School's website – About us/key information/policies On request from the school office School's website – About us/key information/policies	Free Free Free Free Free Free 5p per sheet Free
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) 	On request from the school office On request from the school office On request from the school office	5p per sheet 5p per sheet 5p per sheet
Charging regimes and policies	School's website – About us/key information/policies	Free



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 which they are made and how they are calculated		
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Class 6 – Lists and Registers (currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	http://www.dcsf.gov.uk/index.htm	Free
Disclosure logs	On request from the school office	5p per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request from the school office	5p per sheet

Class 7 – the services we offer (current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	On request from the school office	Free
School publications	School's website – Parents	Free
Services for which the school's are entitled to recover a fee, together with those fees	School's website – About us/key information/policies	Free
Leaflets, books and newsletters	School's website – Parents/newsletters School's website – Children/class pages/child's class/curriculum letters	Free



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