

Freedom of Information

Guide to information available from Thomas Willingale School and Nursery 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		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free

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Contact details for the Head teacher and for the governing body, via the school	Website	Free
School prospectus	Website Hard copy available from school	Free
Staffing structure	In the pay policy available from school	10p per page
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

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Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy available from school	10p per page
Capital funding	Hard copy available from school	10p per page
Financial audit reports	Hard copy available from school	10p per page
Details of expenditure items over £2000	Hard copy available from school	10p per page
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.	Hard copy available from school	10p per page

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Pay policy	Hard copy available from school	10p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy available from school	10p per page
Staffing, pay and grading structure.	Hard copy available from school	10p per page
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	NA	NA
Class 3 – What our priorities are and how we are doing		
School profile And in all cases:	Website	Free

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• 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 - Summary - Full report • Post-inspection action plan		
Performance management policy and procedures adopted by the governing body.	Hard copy available from school	10p per page
Performance data or a direct link to it	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	website	Free

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Safeguarding and child protection	Website	Free
Class 4 – How we make decisions		
Admissions policy/decisions	Website	Free
Agendas and minutes of meetings of the governing body and its committees.	Available for inspection at school	
Class 5 – Our policies and procedures		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Hard copy available from school Website	10p per page
Charging regimes and policies.	Hard copy available from school	10p per page

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	website	
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Website- Govs Hard copy at school-staff	Free 10p
Asset register	Hard copy available from school	10p per page
Any information the school is currently legally required to hold in publicly available registers	By inspection at school	Free
Class 7 – The services we offer		Free
Extra-curricular activities	Website	Free

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Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website and School App	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @10p per sheet (black & white)	Actual cost

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		