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Wherever possible requested information will be sent by electronic mail and will incur no cost.
In cases where only a hard copy of a document is held in school, photocopies will be charged at 5p per sheet (black and white) and 10p per sheet (colour).
Information can be collected from the school office. If information has to be posted, costs will be charged to the recipient.

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	e-mail	
Who's who on the governing body and the basis of their appointment	e-mail	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	e-mail	
School prospectus	Website	
Annual Report	N/A	
Staffing structure	e-mail	
School session times and term dates	Website and e-mail	

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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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	e-mail	
Capitalised funding	e-mail	
Additional funding	e-mail	
Procurement and projects	Hard copy and e-mail where possible	
Pay policy	e-mail governor page of website	
Staffing and grading structure	e-mail	
Governors' allowances	N/A	

Freedom of Information
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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 • Government supplied performance data • The latest Ofsted report - Summary - Full report	Website e-mail	
Performance management policy and procedures adopted by the governing body.	e-mail	
Schools future plans/School Development Plan	e-mail	
Every Child Matters – policies and procedures		

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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	e-mail	
Admissions policy/decisions (not individual admission decisions)	WBC Website/e-mail	
Agendas of meetings of the governing body and (if held) its sub-committees	e-mail	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	e-mail	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services		

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and responsibilities) Current information only		
School policies including: • 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 • Staff recruitment policies	Held in office Can be e-mailed	
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline	e-mail	
Records management and personal data policies, including: • Information security policies	e-mail	

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• Records retention destruction and archive policies • Data protection (including information sharing policies)		
Charging regimes and policies. 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.	e-mail	

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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		
Disclosure logs	N/A	
Asset register	e-mail	
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	e-mail	

Freedom of Information
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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	Website e-mail	
Extra-curricular activities	Information sent out at no charge	
Out of school clubs	e-mail/letters sent out	
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Reception Office – 0118 9693246, Admin Office admin@woodley-pri.wokingham.sch.uk

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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 @ 5p per sheet (black & white)	Actual cost 10p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 20p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)