



Freedom of Information

Guide to information available from St Wilfrid's C.E.Primary School adopted from the model publication scheme



v3 20130830

Information 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)	Hard copy charge 5p per sheet
The name of the school	Hard Copy	5p per sheet
The names of the governing body / board of governors and the basis of their appointment	Hard Copy	5p per sheet
Instrument of Government / Articles of Association	Hard Copy	5p per sheet
Contact details for the Head teacher and for the governing body, via the school	Hard Copy/ Website	5p per sheet Nil

Staffing structure	Hard Copy/Website	5p per sheet /Nil
School session times and term dates	Website	Nil
Address of school and contact details, including email address.	Website	Nil
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Hard Copy	5p per sheet
Capital funding	Hard Copy	5p per sheet
Financial audit reports	Hard Copy	5p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	5p per sheet
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 (for example, a local authority or diocese).	Hard Copy	5p per sheet
Pay policy	Hard Copy	5p per sheet
Staffing, pay and grading structure	Hard Copy	5p per sheet

Class 3 – What our priorities are and how we are doing		
<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • School Development Plan 	<p>Website</p> <p>Website</p> <p>Hard Copy</p>	<p>Nil</p> <p>Nil</p> <p>5p per sheet</p>
Performance management policy and procedures adopted by the governing body.	Hard Copy	5p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy	5p per sheet
Safeguarding and child protection	Hard Copy	5p per sheet
Class 4 – How we make decisions	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy	5p per sheet
Agendas and minutes of meetings of the governing body and its committees	Hard Copy	5p per sheet

Class 5 – Our policies and procedures

- Special Educational Needs (SEN)
- Whistleblowing policy
- Complaints Policy
- Data Protection & Privacy Notice
- Safeguarding Policy
- Administration of Medicines Policy
- School Attendance Policy – Manchester City Council
- Behaviour and Discipline Policy
- Collective Worship Policy
- E-Safety
- Health & Safety Policy
- Healthy Food and Drink Policy
- Homework Policy
- Home School Agreement
- ICT Policy
- Physical Activity Policy
- Privacy Notice
- Science
- Race Equality Policy
- RE Policy
- Risk Assessment Policy
- Science Policy

All available on
Website/Hard Copy

Web
Nil &
Hard
Copy
5p per
sheet

Records management and personal data policies, including: <ul style="list-style-type: none"> • Freedom of Information • Records retention, destruction and archive policies • Data protection • Central Record 	Hard Copy/Website Inspection Only	Web Nil & Hard Copy 5p per sheet
Charging regimes and policies <ul style="list-style-type: none"> • Charging & Remissions Policy • Best Value Statement • Financial Limits and Responsibilities Matrix • SFVS 	Hard Copy	5 p per sheet
Class 6 – Lists and Registers		
Curriculum plans	Inspection only	
Asset register	Inspection only	
Class 7 – The services we offer		
Extra-curricular activities	Website	Nil
Out of school clubs	Website	Nil
School publications, leaflets, books and newsletters	Hard Copy/Website	Web Nil & Hard Copy 5p per sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	5p per page
	Photocopying/printing @ ..p per sheet (colour)	Not available
	Postage	Royal Mail standard 2 nd class 56p
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)