

This guide is to be read alongside the ICO's Model Freedom Of Information Publication Scheme <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> and outlines specific information relevant to Woodgrange Infant School, how it can be obtained and what costs are associated with this.

Information to be published. This includes datasets where applicable	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	school website	free
Who's who in the school	school website	free
Who's who on the governing body / board of governors and the basis of their appointment	school website	free
Instrument of Government / Articles of Association	via school office	free email
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	via school office	free email
School prospectus (if any)	N/A see website	free
Staffing structure	school website	free
School session times and term dates	school website	free
Address of school and contact details, including email address.	school website	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) Current and previous financial year as a minimum		
Annual budget plan and financial statements		
Capital funding		
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		

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).		
Pay policy	school office- policy can be emailed	free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	not applicable	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Not applicable	
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	school website	free
<ul style="list-style-type: none"> ● Performance data supplied to the English Government or a direct link to the data ● The latest Ofsted report ● Post-inspection action plan 	school website	free
Performance management policy and procedures adopted by the governing body.	school office- policy can be emailed	free
Performance data or a direct link to it	school 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
Safeguarding and child protection	policy on website	free

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable	school website	free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	school office by request	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p>	school website- those required to be published acc to DFE guidance	free
Any information the school is currently legally required to hold in publicly available registers	school office by request	
Class 7 – The services we offer		
Extra-curricular activities	school website or by request from the office	free
Out of school clubs		
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications, leaflets, books and newsletters	school website	free

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 *
	Photocopying/printing @ xxp per sheet (colour)	not available
	hourly rate for admin time to redact any documents prior to copying	actual staff cost applicable at the time and dependent on salary of staff member available to fulfill the request
	Postage	not available

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
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* the actual cost incurred by the public authority