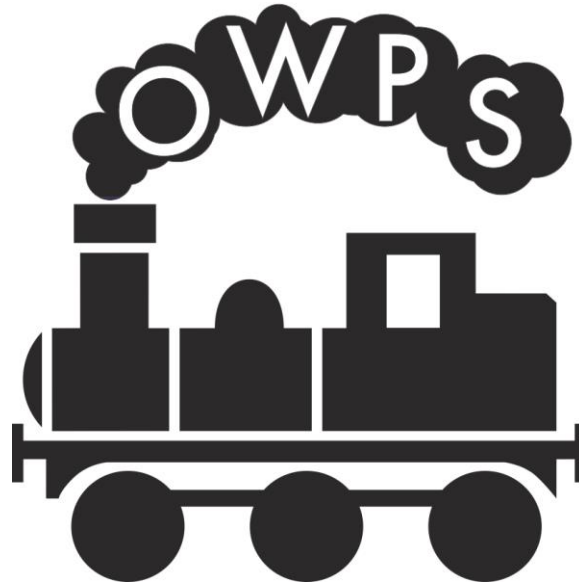


Orton Wistow Primary School



Freedom of Information Act Publications Scheme

Status	Statutory
GB Monitor	FGB
Staff Lead	School Business Manager
Senior Lead	Headteacher
Version	FINAL
Publication Date	SPR/16
Next Review	SPR/17

Date Agreed:	
Headteacher:	
Chair of Governors:	

FREEDOM OF INFORMATION

Guide to Information available from Orton Wistow Primary School under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do We are a primary school teaching children from 4 to 11 years This will be current information only	(hard copy and/or website)	
Who's who in the school	School Booklet	Free
Who's who on the governing body and the basis of their appointment	School Office	Free
Instrument of Government	School Office	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Booklet	Free
School prospectus	Hard copy from school	Free
School Profile	School Office/Website	
Staffing structure	School Booklet	Free
School session times and term dates	School Booklet	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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	Free
Capitalised funding	Hard Copy	Free
Additional funding	Hard Copy	Free
Procurement and projects	Hard Copy	Free
Pay policy	Hard Copy	Free
Staffing and grading structure	Hard Copy	Free
Governors' allowances	NA	
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	School Office	Free
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	School Office/Website School Office/Website	Free Free
Performance management policy and procedures adopted by the governing body.	School Office	Free
Schools future plans	School Dev Plan	
Every Child Matters – policies and procedures	Key Policies available on school Website, others available from School Office	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard Copy in School Office	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy in School Office	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard Copy in School Office	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services	Key Policies available on school Website, others	

and responsibilities) Current information only	available from School Office	
School 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 • Staff recruitment policies 	School Website School Office School Website School Office School Office School Office School Website School Office School Office	
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 • Careers education • Pupil discipline 	School Website School Booklet School Website School Website School Office School Office School Website N/A School Office	
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) 	School Office School Office School Office	
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.	School Website	

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	School Office	
Disclosure logs	School Office	
Asset register	School Office	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office	

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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School Office	
Out of school clubs	School Office	
School publications	School Office	
Services for which the school is entitled to recover a fee, together with those fees	School Office	
Leaflets books and newsletters	School Office or Website	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: Simon Eardley, Headteacher : 01733 370646

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 @ 12p per sheet (colour)	Actual cost
	Postage On average 90p per item.	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the school