

Freedom of Information

Guide to information available from Wellesley School 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 (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard copy	10p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
School prospectus	Hard Copy/Website	Free
Annual Report (school profile)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website/School Prospectus	Free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	10p a sheet
Capitalised funding	Hard Copy	Ditto
Additional funding	Hard Copy	Ditto
Procurement and projects	Hard Copy	Ditto
Pay policy	Hard Copy	Ditto
Staffing and grading structure	Hard Copy	Ditto
Governors' allowances	Hard Copy	Ditto

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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 <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy	10p per sheet
Schools future plans	Hard Copy	Ditto
Every Child Matters – policies and procedures	Hard Copy	Ditto

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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	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	South Glos website	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy/copy provided on noticeboard	10p per sheet

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <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 	Hard Copy	10p per sheet
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility 	Hard Copy	10p per sheet

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<ul style="list-style-type: none">• Race equality• Collective worship• Careers education• Pupil discipline		
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)	Hard Copy	10p per sheet
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.	Hard Copy	10p per sheet

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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	N/A	
Disclosure logs	Hard Copy	10p per sheet
Asset register	Hard Copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Hard Copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	10p per sheet
Leaflets books and newsletters	Hard Copy	Free
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: Wellesley Primary School, Edgeworth, Yate, Bristol, BS37 8SP

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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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	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 public authority

Reviewed Summer 2011

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