



# WELLESLEY PRIMARY SCHOOL

Freedom of Information Publication Scheme

Issue No: 2  
Date: Summer 2016

Approved by Governors:

# Freedom of Information Publication Scheme

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## Change Record Sheet

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Issue No	Date	Summary of Change	Amended by:
1	Summer 2013	Policy Reviewed	
2	Summer 2016	Policy Reviewed	Heather Small

## Freedom of Information Publication Scheme

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### Guide to information available from Wellesley School under the model publication scheme

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><a href="#">Class 1 - Who we are and what we do</a>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	<b>(hard copy and/or website)</b>	
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 Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
Staffing Structure	Website	Free
School session times and term dates	Website	Free
<p><a href="#">Class 2 – What we spend and how we spend it</a>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)            Current and previous financial year as a minimum</p>		
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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<p>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</p>		
<p>School Profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest OFSTED report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full Report</li> </ul> </li> </ul>	Website	Free
Performance Management Policy and procedures adopted by the governing body	Hard Copy	10p per sheet
School future plans	Hard Copy	10p per sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
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	10p per sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy*</li> <li>• Health and Safety</li> <li>• Complaints procedure*</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> </ul>	Hard Copy/Website*	10p per sheet

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<ul style="list-style-type: none"> <li>• Information request handling policy*</li> <li>• Equality and diversity (including equal opportunities) policies*</li> <li>• Staff recruitment policies</li> </ul>		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum*</li> <li>• Sex &amp; Relationship education*</li> <li>• Special educational needs*</li> <li>• Accessibility</li> <li>• Race equality*</li> <li>• Collective Worship*</li> <li>• Pupil discipline*</li> </ul>	Hard Copy/Website*	10p per sheet
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard Copy	10p per sheet
<p>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</p>	Hard Copy/Website	10p per sheet
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<p>Curriculum circulars and statutory instruments</p>	N/A	
<p>Disclosure Logs</p>	Hard Copy	10p per sheet
<p>Asset Register</p>	Hard Copy	10p per sheet

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Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
<p><a href="#">Class 7 – The services we offer</a>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)            Current information only</p>		
Extra-curricular activities	Website	Free
Out of school clubs		Free
School Publications	Hard Copy	10p per sheet
Leaflets books and newsletters	Hard Copy/Website	Free
<p><a href="#">Additional Information</a>            This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		