

Freedom of Information

Guide to information available from Westrop Primary 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	Prospectus Website	
Who's who in the school	Prospectus Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard Copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	01793 762897 head@westrop.swindon.sch.uk	
School prospectus	Website Hard copy	
Annual Report	N/A	
Staffing structure	Prospectus Website	

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School session times and term dates		
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	
Annual budget plan and financial statements	Hard Copy	
Capitalised funding	Hard Copy	
Additional funding	Hard Copy	
Procurement and projects	Hard Copy	
Pay policy	Hard Copy	
Staffing and grading structure	Hard Copy	
Governors' allowances	N/A	

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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 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	DFE Website	
Performance management policy and procedures adopted by the governing body.	Hard Copy	
Schools future plans	Hard Copy Website	
Every Child Matters – policies and procedures	Hard Copy	

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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 Governors minutes Leadership minutes Staff meeting minutes	
Admissions policy/decisions (not individual admission decisions)	Hard Copy - LA	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	

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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>	<p>Hard Copy Website Prospectus</p>	
<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 	<p>Hard Copy Website Prospectus</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility 	<p>Hard Copy Website Prospectus</p>	

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<ul style="list-style-type: none"> • Race equality • Collective worship • Careers education • Pupil discipline 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy	
<p>Charging regimes and policies.</p> <p>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 Prospectus	

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy / Inspection	
Disclosure logs	Hard Copy/ Inspection	
Asset register	Hard Copy/ Inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy/ Inspection	

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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>		
Extra-curricular activities	Website Prospectus	
Out of school clubs	Website Prospectus	
School publications	Website Prospectus	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	
Leaflets books and newsletters	Website Prospectus	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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 @ .25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Admin time charged @ £8 an hour or part of.	
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority