



## **Western Road Community Primary School**

### **Freedom of Information Guide to Information Available**

Charges may be made for actual disbursements such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, and they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests: Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Details of charges are at the end of this document.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts. (This will be current information only.)		
Who's who in the school	School website	Please refer to Guide to Charges below
Who's who on the governing body and the basis of their appointment	School website	
Instrument of Government	Information held at school	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website	
School prospectus	School website	
Staffing structure	Information held at school	
School session times and term dates	School Prospectus and website	
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 2 – What we spend and how we spend it</b>		
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	Information held at school	Please refer to Guide to Charges below
Capitalised funding	Information held at school	
Additional funding	Information held at school	
Procurement and projects	Information held at school	
Pay policy	Information held at school	
Staffing and grading structure	Information held at school	
Governors' allowances	Information held at school	

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews (Current information as a minimum)		
School profile <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>	School website	Please refer to Guide to Charges below
Appraisal policy and procedures adopted by the governing body.	Information held at school	
School Improvement Plan	Information held at school	
Equalities information and current targets	School website	

Information to be published	How the information can be obtained	Cost
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions (Current and previous three years as a minimum)		
Admissions policy/decisions (not individual admission decisions)	School Prospectus	Please refer to Guide to Charges below
Agendas of meetings of the full governing body	Website	
Agendas of meetings of the governing body sub-committees	Held on file at the school	
Minutes of meetings (as above) NB: excludes information that is properly regarded as private to the meetings	Website / held on file at the school	

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
School policies including: <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>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Information held at school Information held at school School website Information held at school Information held at school Information held at school Information held at school Information held at school	Please refer to Guide to Charges below
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Race equality</li> <li>• Collective worship statement</li> </ul>	Information held at school Information held at school Information held at school School website Information held at school School Prospectus	
• Pupil discipline	School website	
Records management and personal data policies, including: <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>	Information held at school and at Local Authority	
Charging regimes and policies including details of any statutory charging regimes	School website and at end of this document	

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	Information held at school	Please refer to Guide to Charges below
Asset register	Information held at school	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Information held at school	

Information to be published	How the information can be obtained	Cost
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only)		
Extra-curricular activities	Information held at school	Please refer to Guide to Charges below
Out of school clubs	Information held at school	
School publications	Information held at school / website	
Leaflets books and newsletters	School website	

Information to be published	How the information can be obtained	Cost
<b>Additional Information</b>		
Class timetables		Please refer to Guide to Charges below
Curriculum by year group		

## **Charges made by Western Road Community Primary School for copies of documents and other information under the Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004**

- **Website:** access to the website is free of charge.
- **Email & attachments:** free of charge.
- **Website printouts:** printouts from the school website or external websites are not provided.
- **Copies by post of information:** Photocopies:
  - A minimum charge of £1 for up to 10 pages A4
  - A minimum charge of £1.20 for up to 6 pages A3Further pages are charged at:
  - A4 pages at 10p per page (single sided)
  - A3 pages at 20p per page (single sided)
  - A2 pages at £1 per page (single sided)
- **Photocopies:** information accessed in the school office can be viewed free of charge, photocopies can be made for 10 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Microfilm copies:** where material is held in microfilm by the school a minimum charge of £1 for up to 5 pages A4 (single sided) will be made.
  - Further pages are charged at:
    - A4 pages at 20p per page (single sided)
    - A3 pages at 40p per page (single sided)
- **Postage** for standard letters (first and second class) charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- **Copies of published materials:** copies of charged publications are available on payment of the charge specified against that document on the website and in published catalogues. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.
- **Administration fees:** As referenced in the Fees Regulations, charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time, the school may refuse it on the grounds of excessive cost, or ask the applicant to pay in full before supplying the information.
- **CD Rom or Floppy disc:** a charge will be made at commercial prices for the data medium.

This fee regime is in line with other schools and following publication of the 2004 Fees Regulations, and will be reviewed every three years. The introduction of any further statutory obligations will also trigger a review of these arrangements.