



Willoughby School

# FREEDOM OF INFORMATION

Reviewed May 2018

Information to be published	How the information can be obtained For Hard Copies contact school office Tel: 01778 425203
<b>Class 1</b> <b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)  <b>Current information only</b>	
Who's who in the school	Website- Governors and Staff
Who's who on the governing body and the basis of their appointment	Website – Governors and Staff
Instrument of Government	Hard copy
Contact details for the School, Head Teacher and for the Governing Body	Contact school office for details
School prospectus	Website – Prospectus and Facilities
Staffing Structure	Hard copy
School session times and term dates	Website – Term Dates

Information to be published	How the information can be obtained
<p><b>Class 2</b>  <b>What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><b>Current and previous financial year as a minimum.</b></p>	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Additional funding	Hard copy
Pupil Premium Funding P E and Sport Funding	Website – Information About Our School Website – Information About Our School
Procurement and projects	Finance Policy – Hard Copy  Lincolnshire County Council website – Procurement and Tenders

Information to be published	How the information can be obtained
<p><b>Class 3</b>  <b>What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p><b>Current information as a minimum</b></p>	
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>	Website
Performance management policy and procedures adopted by the governing body	Hard copy
School's future plans	SIP (School Improvement Plan)– hard copy
Statutory Pupil Progress Data	Website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 4</b> <b>How we make decisions</b> (Decision making processes and records of decisions)  Current and previous 3 years as a minimum	
Admissions policy (not individual admission decisions)	Website Hard copy
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy (school office)
Minutes of meetings (as above) NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy (school office)

Information to be published	How the information can be obtained
<p><b>Class 5</b>  <b>Our policies and procedures</b>  (Written protocols, policies and procedures for delivering our services and responsibilities)  School has numerous policies, all of which are important but too numerous to list. If you require a specific policy please contact the school office.</p>	<p>Policies – hard copy or email</p>
<p>Example policies include:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Whistleblowing / Dealing with Allegations</li> <li>• Charging and remissions policy</li> <li>• Complaints</li>   <li>• Health and Safety</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> <li>• Governor Allowances</li> </ul>	<p>Website – Information About Our School</p> <p>Policies – hard copy</p>
<p>Pupil and curriculum policies including:</p> <ul style="list-style-type: none"> <li>• Home –school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> <li>• Other</li> </ul>	<p>Policies - hard copy</p>

Records management and personal data policies including: <ul style="list-style-type: none"> <li>Records retention destruction and archive policies</li> <li>Recruitment Policies</li> </ul> Data Protection Privacy Notices	Policies – hard copy  Website
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<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 6 Lists and Registers</b> Currently maintained lists and registers only	
Disclosure logs (racism, bullying, gender, equality incidents)	Hard copy Governor minutes and Head Teacher reports
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Apply to school office

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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	Website
Extra-curricular activities	Website - Information upon request contact school

School publications – newsletters, advisory leaflets	Website
Services for which the school is entitled to recover a fee - eg cost of school meals, training provided, school trips etc	Hard copy Training Fees - Information upon request contact school Charging – Website
Leaflets, books and newsletters	Website – Latest School News Hard Copy

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority