



Willoughby School

Freedom of Information

November 2015

Information to be published	How the information can be obtained For hard Copies contact school
Class 1 - Who we are and what we do. Organisational information, structures, locations and contacts. Current information only	
Who's who in the school	Website – Governance and Staff
Who's who on the governing body and the basis of their appointment	Website – Governance and Staff
Instrument of Government	Hard copy
Contact details for the School, Head Teacher and for the Governing Body	Website – Governance and Staff
School prospectus	Website
Staffing Structure	Hard copy
School session times and term dates	Website – Term Dates

Information to be published	How the information can be obtained For hard Copies contact school
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.	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Additional funding	Hard copy
Pupil Premium Funding PE and Sport Funding	Website – Pupil Premium Website – PE and Sport Funding
Procurement and projects	Finance Policy – Hard Copy Lincolnshire County Council website – Procurement and Tenders

Information to be published	How the information can be obtained For hard Copies contact school
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	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report. Summary and full report 	Website – Assessment and Ofsted
Performance management policy and procedures	Hard copy
School's future plans	School Improvement Plan - Hard copy
Statutory Pupil Progress Data	Website – Assessment

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

Information to be published	How the information can be obtained For hard Copies contact school
Class 5 - Our policies and procedures. Written protocols, policies and procedures for delivering our services and responsibilities. If you require a specific policy please contact the school office.	

<p>Example policies include:</p> <ul style="list-style-type: none"> • Admissions • Behaviour • Charges and Remissions • Safeguarding • Health and Safety • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies • Special educational need 	<p>Website – Policies and Hard copy</p> <p>Hard copy</p>
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Information to be published	How the information can be obtained
	For hard Copies contact school
Class 6 - Lists and Registers. 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)	Hard Copy

Information to be published	How the information can be obtained
	For hard Copies contact school
Class 7 - The services we offer. Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses. Current information only	
Extra-curricular activities	Information upon request
School publications – newsletters, advisory leaflets	Website – Latest News Hard Copy
Services for which the school is entitled to recover a fee - e.g. cost of school meals, training provided, school trips.	Website – Charging and Remission and Hard copy

Charging for Freedom of Information request - School reserves the right to make a charge for hard copy requests which will be assessed dependent upon the nature and size of the request (costs calculated at 10p per A4 sheet, postage, and time may be charged if relevant).