

Freedom of Information

Guide to Information available from Wivelsfield School under the model publication scheme

Class 1-Who we are and what we do-current information only

Information to be published	How the information can be obtained	Cost
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-contact Clerk	10p a sheet
Contact details for the Head teacher and for the governing body	Website	Free
School prospectus	Website	Free
Staffing structure	Website	Free
School session times and term dates	Hard copy/website	10p sheet/Free

Class 2-What we spend and how we spend it-current and previous financial year as a minimum

Annual budget plan and financial statements	Summarised hard copy-contact Head teacher	10p a sheet
Capitalised funding	Hard copy-contact Head teacher	10p a sheet
Additional funding	Hard copy-contact Head teacher	10p a sheet
Procurement and projects	Hard copy-contact Head teacher	10p a sheet
Pay policy	Hard copy-contact Clerk	10p a sheet
Staffing and grading structure	Hard copy-contact Head teacher	10p a sheet
Governors' allowances	Hard copy-contact Clerk	10p a sheet

Class 3-What our priorities are and how we are doing-current information as a minimum

Government supplied performance data	Website	Free
Latest Ofsted report-summary or full report	Website	Free
Schools future plans	Hard copy-contact Secretary	10p a sheet

Class 4-How we make decisions-current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions)	Hard copy-contact Head teacher	10p a sheet
Agenda of meetings of the governing body and its sub-committees	Hard copy-contact Clerk	10p a sheet
Minutes of meetings (as above)-nb this will exclude information that is properly regarded as private to the meetings.	Hard copy-contact Clerk	10p a sheet

Class 5-Our policies and procedures-current information only

School policies including: Charging and remissions policy Health and Safety Complaints procedure Equality and diversity policies Staff recruitment policies	Website Hard copy-contact Clerk Hard copy-contact Head teacher Website Hard copy-contact Clerk	Free 10p a sheet 10p a sheet Free 10p a sheet
Pupil and Curriculum policies, including: Home-school agreement Curriculum policy Sex and Relationship Education policy Special Educational Needs policy Accessibility policy Race equality as part of the Equality & diversity policies Collective Worship Pupil discipline (Behaviour policy)	Hard copy-contact Secretary Hard copy-contact Clerk Website Website Hard copy-contact Clerk Website Discuss with Head teacher Website	10p a sheet 10p a sheet Free Free 10p a sheet Free Free Free
Records management and personal data policies, including: Data protection-Privacy notice and Publication scheme	Website	Free
Charging regimes and policies	Website	Free

Class 6-Lists and Registers-currently maintained lists and registers only

Asset register	Inspection-contact Bursar	Free
Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)	Contact Head teacher	10p a sheet

Class 7-The services we offer-current information only

Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Helpers guide	Hard copy-contact Secretary	Free/10p a sheet