

Wilkinson Primary School

Freedom of Information Policy 2017/2018

Date: November 2018

Review Date: November 2020

Wilkinson Primary School and its Governing Board are responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained Trusts and academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aims and objectives of Wilkinson Primary School

[\[inset school aims and objectives statement\]](#)

This publication scheme is a means of showing how we are pursuing these aims.

2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 of this scheme.

Classes of Information

- Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews
- How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
Current written protocols for delivering our functions and responsibilities.
- Lists and Registers
Information held in registers required by law and other lists and registers relating to the functions of the school.

- The Services we Offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. How to request information

You can request a copy of the information you want from the contact detailed below or you can visit our website at: www.wilkinsonprimaryschool.co.uk

Email – wilkinsonprimaryschool@wolverhampton.gov.uk

Tel: 01902 558971

Postal Address: Wilkinson Primary School, Walter Road, Bilston, WV14 8UR

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”.

If the information you’re looking for is not available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

Details of how to contact the school will be published regularly in the Newsletter, Prospectus and Website.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge price will be quoted on application.

5. Classes of information available

<u>Information to be published</u>	<u>How the information can be obtained</u>
School session times and term dates Details of school session times and dates of school terms and holidays.	Website and Prospectus Hardcopy
Location and contact information The address, telephone number, email address and website for the school together with the names of key personnel.	Website and Prospectus Hardcopy
School prospectus and curriculum <ul style="list-style-type: none"> The contents of the school prospectus An outline of the school curriculum 	Website and Prospectus Hardcopy
Governing Body The names of the governors, the basis on which they have been appointed, along with details of how to contact them via the school.	Website and Prospectus Hardcopy
Instrument of Government The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.	Edubase, Hard Copy
What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. <i>Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</i> <i>Details of items of expenditure over £5000, including costs, supplier and transaction information. This will be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.</i> <ul style="list-style-type: none"> Capital funding <i>Information on major plans for capital expenditure .Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.</i> Financial audit reports 	Hardcopy
Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hardcopy
Pay policy The statement of the school's policy and procedures regarding teachers' pay.	Hardcopy
Staff allowances and expenses Details of the allowances and expenses that can be incurred or claimed. <ul style="list-style-type: none"> Staff pay and grading structures Governors' allowances Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. <ul style="list-style-type: none"> Performance data supplied to the government Latest Ofsted report Performance management information <ul style="list-style-type: none"> Performance management policy and procedures adopted by the governing body. The school's future plans Safeguarding and child protection 	Website/ Hardcopy
How we make decisions Decision-making processes and records of decisions. <ul style="list-style-type: none"> Admissions policy / decisions Minutes of meetings of the governing body and its committees 	Hardcopy Website LA Website for Admissions

Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. <ul style="list-style-type: none"> • School policies and other documents • Records management and personal data policies • Equality and diversity • Policies and procedures for the recruitment of staff • Charging regimes and policies 	Website/ Hardcopy
Lists and registers <ul style="list-style-type: none"> • Curriculum circulars and statutory instruments • Disclosure logs • Asset register • Any information the school is currently legally required to hold in publicly available registers 	Hardcopy/ Website
The services we offer Information about the services the school provides including leaflets, guidance and newsletters.	Hardcopy/ Website

6. Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<u>Type of charge</u>	<u>Description</u>	<u>Basis of charge</u>
Disbursement cost	Photocopying/printing per sheet (black & white)	Actual cost *
	Photocopying/printing per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority. This price will be stated in advance of completion of the request.

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Chair of Governors, Wilkinson Primary School, Walter Road, Bilston, WV14 8UR

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

First Contact Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF
Helpline: 0303 123 1113
Email: casework@ico.org.uk
Website: www.ico.gov.uk