



Whitgreave Primary School Freedom of Information Publication Scheme

Introduction

With this publication scheme Whitgreave Primary School commits itself to making information available to the public as part of our normal activities in line with the Freedom of Information Act 2000. The scheme commits us:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which we hold and which falls within the classifications below
- To specify the information which we hold and which falls within the classifications below
- To proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information we make available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

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 authority

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

The information covered by this Scheme is listed in Annex A.

The above classes of information do not include:

- Information the disclosure of which is prevented by law, is 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.

The method by which information published under this scheme will be made available

Where we can, we will provide the information on our website. Where it is impracticable to make information available there or when an individual does not wish to access the information by the website, Annex A indicates how the information can be obtained by other means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Any fees which we charge for routinely published material will be justified, transparent and kept to a minimum.

Material published and accessed on our website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying of hard copies
- Postage and packaging of hard copies
- 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, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, we will confirm the payment due before the information is provided. We may request payment prior to provision of the information.

Written Requests

Any information we hold that is not published under this scheme can be requested in writing, its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Retention Schedule

Whitgreave Primary School follows the Retention Guidelines for Schools (2004) proposed by the Records Management Society of Great Britain and approved by the DfE.

Contact Details

For more information, please contact Whitgreave Primary School by telephone, email or letter.

To help us process requests quickly, any correspondence should be clearly marked 'Publication Scheme Request'.

Address : Whitgreave Primary School, Goodyear Avenue, Low Hill, Wolverhampton.
WV10 9JP.

Email: info@whitgreaveprimary.co.uk

To access the school's website please visit www.whitgreaveprimary.co.uk

**Annex A: Guide to the information available under Whitgreave Primary School's
Publication Scheme**

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts, constitutional and legal governance). This will be current information only.	
Instrument of Government	Hard copy
Who's who on the Governing Body and the basis of their appointment	Website
School session times and term dates	Website
School Prospectus	Website
Contact details of the Headteacher and for the Governing Body (named contacts where possible with school telephone number and school email address)	Website
Staffing Structure	Hard copy Contact school office
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 years as a minimum.	
Annual budget plan and financial statements, including capital	Hard copy Contact school office
Procurement and projects	Hard copy Contact school office
Pay policy	Hard copy Contact school office
Financial Audit Reports	Hard copy Contact school office
Class 3 - What our priorities are and how we are doing (Strategy and performance information, plans, assessments, inspections and reviews) Current information as a minimum.	
School profile	Website
Performance management policy and procedures adopted by the Governing Body	Hard copy Contact school office
School future plans - SIP	Hard copy Contact school office
Safeguarding policies and procedures	Website
The latest Ofsted report	Website
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	
Admission policy/decisions (not individual admission decisions)	Website
Agendas and minutes of meetings of the Governing Body - NB this will	Website

exclude information that is properly regarded as private to the meetings	
Agendas and minutes of meetings of the Governing Body's sub-committees - NB this will exclude information that is properly regarded as private to the meetings	Hard copy Contact school office
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including <ul style="list-style-type: none"> • Equality Policy • Behaviour Policy • Anti-bullying Policy • E-Safety Policy • Safeguarding Policy • Charging and Remissions Policy 	Website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Race Equality • Special Education Needs Policy • Accessibility 	Website
Records management and personal data policies, including, where they exist: <ul style="list-style-type: none"> • Data Protection and FOI Policy • Records Management • Privacy Notice 	Website Hard copy Contact school office
Class 6 - Lists and Registers (Information held in registers required by law and other lists and registers relating to the school's functions) Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Hard copy Contact school office
Asset register	Hard copy Contact school office
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Hard copy Contact school office
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	Website
Out of school clubs	Website
School publications, such as leaflets, books and newsletters	Website