

Annex 1: Freedom of Information Guide (Review Date: 2022)

Guide to information available from **Wyre Forest School** under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	https://www.wfs.worcs.sch.uk/page/?title=Staff&pid=20	
Who's who on the governing body and the basis of their appointment	https://www.wfs.worcs.sch.uk/page/?title=Governors&pid=13	
Instrument of Government	Hard copy from school	
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Wyre Forest Special School - Governors (wfs.worcs.sch.uk)	

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School Prospectus	https://www.wfs.worcs.sch.uk/page/?title=Our+Vision+%26amp%3B+Values&pid=44	
Annual Report	https://www.wfs.worcs.sch.uk/page/?title=Performance+Data&pid=138	
Staffing Structure	https://www.wfs.worcs.sch.uk/page/?title=Staff&pid=20	
School session times and term dates	https://www.wfs.worcs.sch.uk/page/?title=For+Parents&pid=8	
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	(hard copy and/or website)	
Annual budget plan and financial statements	https://www.wfs.worcs.sch.uk/page/?title=Financial+Information&pid=375	
Capitalised funding	https://www.wfs.worcs.sch.uk/page/?title=Our+School&pid=3	

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Additional funding	https://www.wfs.worcs.sch.uk/page/?title=Our+School&pid=3	
Procurement and projects	https://www.wfs.worcs.sch.uk/page/?title=Our+School&pid=3	
Pay Policy	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	
Staffing and grading structure	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	
Governors' allowances	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy and/or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	https://www.wfs.worcs.sch.uk/page/?title=Ofsted+Inspectors+Page&pid=68	
Performance management policy and procedures adopted by the governing body	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	
Schools future plans		

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Every Child Matters – policies and procedures	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	
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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy and/or website)	
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Admissions Policy/decisions (not individual admission decisions)	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	
Agendas of meetings of the governing body and (if held) its sub-committees	https://www.wfs.worcs.sch.uk/page/?title=Governors&pid=13	
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meetings	https://www.wfs.worcs.sch.uk/page/?title=Governors&pid=13	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
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<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions • Health and Safety • Complaints Procedure • Staff Conduct • Discipline and Grievance • Staffing Structure Implementation Plan • Information Request Handling • Equality and Diversity (including Equal Opportunities) • Staff Recruitment 	<p>https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special Educational Needs 	<p>https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16</p>	

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<ul style="list-style-type: none"> • Accessibility • Race Equality • Collective Worship • Careers Education • Pupil Discipline 	<p>Microsoft Word - Accessibility.docx (wfs.worcs.sch.uk)</p> <p>11AAAB9253E87958D1C5E46840B9ADE5.pdf (wfs.worcs.sch.uk)</p> <p>Microsoft Word - Collective Worship.docx (wfs.worcs.sch.uk)</p> <p>Wyre Forest Special School - Careers & Preparation for Adulthood (wfs.worcs.sch.uk)</p> <p>B61E4E6FA6C0014101C1109FA5422D14.pdf (wfs.worcs.sch.uk)</p>	
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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information Security • Records Retention, Destruction and Archive • Data Protection (including Information Sharing) 	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16	

<p>Class 6 – Lists and registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy and/or website; some information may only be available by inspection)</p>	
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE		

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REGISTER)		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy and/or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Wyre Forest Special School - Our Development (wfs.worcs.sch.uk)	
Out of school clubs	Wyre Forest Special School - Our Development (wfs.worcs.sch.uk)	
School publications	https://www.wfs.worcs.sch.uk/page/?title=For+Parents&pid=8	
Services for which the school is entitled to recover a fee, together with those fees	https://www.wfs.worcs.sch.uk/page/?title=For+Parents&pid=8	
Leaflets, books and newsletters	https://www.wfs.worcs.sch.uk/page/?title=For+Parents&pid=8	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Mrs Rebecca Garratt (Headteacher) Telephone: 01562 827785 Email: rgarratt@wfs.worcs.sch.uk

Mrs Brenda Lines

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Chair of Governors Telephone: 01299 408668 Email: brenda.anne@hotmail.co.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost* 10p per sheet
	Photocopying/printing @ 30p per sheet (colour)	Actual cost* 30p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred by the public authority

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