

## Annex 1: Freedom of Information Guide (Review Date: 2019)

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

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
Who's who in the school		
Who's who on the governing body and the basis of their appointment		
Instrument of Government		
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))		
School Prospectus		
Annual Report		
Staffing Structure		
School session times and term dates		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual budget plan and financial statements		
Capitalised funding		

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Additional funding		
Procurement and projects		
Pay Policy		
Staffing and grading structure		
Governors' allowances		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Current information as a minimum		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>		
Performance management policy and procedures adopted by the governing body		
Schools future plans		
Every Child Matters – policies and procedures		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy and/or website)	
Current and previous three years as a minimum		

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Admissions Policy/decisions (not individual admission decisions)		
Agendas of meetings of the governing body and (if held) its sub-committees		
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meetings		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
School policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Health and Safety</li> <li>• Complaints Procedure</li> <li>• Staff Conduct</li> <li>• Discipline and Grievance</li> <li>• Staffing Structure Implementation Plan</li> <li>• Information Request Handling</li> <li>• Equality and Diversity (including Equal Opportunities)</li> <li>• Staff Recruitment</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex Education</li> <li>• Special Educational Needs</li> </ul>		

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<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Race Equality</li> <li>• Collective Worship</li> <li>• Careers Education</li> <li>• Pupil Discipline</li> </ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information Security</li> <li>• Records Retention, Destruction and Archive</li> <li>• Data Protection (including Information Sharing)</li> </ul>		
Charging regimes and policies.  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.		
<b>Class 6 – Lists and registers</b>  Currently maintained lists and registers only	(hard copy and/or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE</b>		

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<b>REGISTER)</b>		
<b>Class 7 – The services we offer</b> (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		
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets, books and newsletters		
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

#### Contact details:

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

**Mrs Brenda Lines**

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Chair of Governors  
Telephone: 01299 408668  
Email: [brenda.anne@hotmail.co.uk](mailto: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
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* The actual cost incurred by the public authority