

# Information available from **Willenhall Community Primary School** under the FOI publication scheme

This guide covers only information we currently hold.

## Approval

Approved by Chair of Governors	Rosella Brennan	
Date of approval	01/07/2024	
Date of review	June 2027	

Information to be published	How you can obtain the information	Cost
<b>Class 1 - Who we are and what we do</b>		
Information about us; our structures, locations and contacts		
Current information only		
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Head teacher's contact details	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Who's who in the school	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Who's who on the governing body / board of governors and selection criteria for appointment	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Governing body's contact details		
Instrument of Government / Articles of Association	Available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
School prospectus	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
School session times and term dates	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
<b>Class 2 – What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
Current and previous financial year as a minimum		
Annual budget and financial statements	Annual accounts - available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Capital funding	Annual accounts - available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below

Information to be published	How you can obtain the information	Cost
Financial Audits reports	Annual accounts - available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Annual accounts - available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Annual accounts - available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Procurement and contracts we have entered into	Available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Details of any premiums we receive such as Pupil premium.	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Current information as a minimum		
Latest reports from regulators (Ofsted) - Summary - Full report	Latest Ofsted reports are available the school website <a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a> and at <a href="https://reports.ofsted.gov.uk/">https://reports.ofsted.gov.uk/</a>	Free
Performance tables	School performance data for our school is available at: <a href="https://www.compare-school-performance.service.gov.uk/find-a-school-in-england">https://www.compare-school-performance.service.gov.uk/find-a-school-in-england</a>	Free
The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	DPIA: available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>  Equality Impact Assessment on website: <a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions		
Current and previous three years as a minimum		
Admissions policy and, where applicable, admission decisions ( <i>e.g. application numbers/patterns of successful applicants, including</i>	Available from school website <a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>  And also	Free

Information to be published	How you can obtain the information	Cost
<i>criteria on which applications were successful)</i>	<a href="https://www.coventry.gov.uk/communitiyandvcschoolsadmissionspolicies">https://www.coventry.gov.uk/communitiyandvcschoolsadmissionspolicies</a>	
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Safeguarding and child protection, including protecting children's personal data	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Policies and procedures relating to recruitment and human resources	Available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Special educational needs	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Pay Policy	Available on request. Contact: <a href="mailto:admin@willenhallprimary.org">admin@willenhallprimary.org</a>	Email – free of charge Hard copy – see schedule of charges below
Records management (Information security policies Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Charging regimes and policies	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register)		
Curriculum circulars and statutory instruments	Available from school website <a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>  And also: <a href="https://www.gov.uk/national-curriculum">https://www.gov.uk/national-curriculum</a>	Free

Information to be published	How you can obtain the information	Cost
	<a href="https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum">https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum</a>	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Inspection only, on request	Free
Asset register and Information Asset register	Inspection only, on request	Free
Any information we are currently legally required to hold in publicly available registers	Inspection only, on request	Free
<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		
Current information only		
Extra-curricular activities	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Out of school clubs	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
Services for which we are entitled to recover a fee, together with those fees	Charging & Remissions policy <a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
School publications, leaflets, books and newsletters	<a href="http://www.willenhallprimary.org">www.willenhallprimary.org</a>	Free
<b>Additional Information</b>		
Any information that is not itemised in the lists above		

## 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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation £450