



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy and/or website)	
Who's who in the school	This can be found in the prospectus on the website or obtained in hard copy on request.	
Who's who on the governing body and the basis of their appointment	This can be obtained in hard copy on request. Published on website – statutory requirement – Sept 2015 www.wistowschool.co.uk	
Instrument of Government	This can be obtained in hard copy on request.	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	This can be found in the prospectus on the website or in hard copy on request. Governors on website – statutory information – Sept 2015 https://www.get-information-schools.service.gov.uk/	
School prospectus	This can be found on the website in Information or in hard copy on request. www.wistowschool.co.uk	
Annual Report	n/a	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Staffing structure	This can be obtained in hard copy on request or on the school website https://www.wistowschool.co.uk/meet-the-staff/	
School session times and term dates	These are found on the website, in the prospectus or in hard copy on request https://www.wistowschool.co.uk/school-opening-times/ https://www.wistowschool.co.uk/school-prospectus/	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

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)	(hard copy and/or website)	COST
Current and previous financial year as a minimum		
Annual budget plan and financial statements	These can be obtained in hard copy on request.	
Capitalised funding	This can be obtained in hard copy on request	
Additional funding	This can be obtained in hard copy on request.	
Procurement and projects	This can be obtained in hard copy on request.	
Pay policy	This can be obtained in hard copy on request.	
Staffing and grading structure	This can be obtained in hard copy on request.	
Governors' allowances	Policy available in hard copy on request.	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	COST
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	This can be obtained in hard copy or found on the website in Information. https://www.wistowschool.co.uk/ofsted-and-siams-reports-and-performance-data/	
Performance management policy and procedures adopted by the governing body.	These can be obtained in hard copy on request.	
Schools future plans	This can be obtained in hard copy on request.	
Every Child Matters – policies and procedures	These can be obtained in hard copy and on the website in Information.	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	COST
Admissions policy/decisions (not individual admission decisions)	This is available on the website and in hard copy on request. https://www.wistowschool.co.uk/policies/	
Agendas of meetings of the governing body and (if held) its sub-committees	These are available in hard copy on request.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	These are available in hard copy on request.	

Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff Code of Conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	These are available on the website or and in hard copy on request. Please request a copy if it cannot be found on the website. https://www.wistowschool.co.uk/policies/	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school Agreement • Curriculum • Relationships and Sex Education (RSE) • Special Educational Needs • Accessibility • Race equality • Collective worship • Careers education – n/a 	These are available on the website and in hard copy on request. https://www.wistowschool.co.uk/policies/	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

<ul style="list-style-type: none"> • Pupil discipline 		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>These are available in hard copy on request.</p>	
<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>	<p>These are available. in hard copy on request</p>	

Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	COST
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	These are available in hard copy on request.	
Disclosure logs Racist etc.	These are available in hard copy for inspection.	
Asset register	These are available in hard copy for inspection.	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	These are available in hard copy for inspection.	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

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	(hard copy or website; some information may only be available by inspection)	COST
Extra-curricular activities	Information for these are available on the website. www.wistowschool.co.uk	
Out of school clubs	Information for these are available on the website or on school notice boards. www.wistowschool.co.uk	
School publications, such as - leaflets books and newsletters	Information for these are available on the website or in hard copy. www.wistowschool.co.uk	
Services for which the school is entitled to recover a fee, together with those fees	These are available for inspection on request.	
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	n/a	



Freedom of Information

Guide to information available from Wistow Parochial Primary School (www.wistowschool.co.uk) under the model publication scheme

Contact details:

Carla Cox	Headteacher	
Angela Dethridge	School Business Manager	
Wistow Parochial CE Primary School Church Hill Wistow North Yorkshire YO8 3UU	Telephone: 01757 268378	Email: admin@wistow.n-yorks.sch.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 @ 0.75p per sheet (inc paper - black & white)	Actual cost
	Photocopying/printing @ 2.5p per sheet (including paper -colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Admin Fee	£13/ hour	Actual cost
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	* the actual cost incurred by the public authority