



## Freedom of Information

### Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hardcopy or website)	
Who's who in the school	<b>Hardcopy:</b> On Request from the School Office	Free
Who's who on the governing body and the basis of their appointment	<b>Hardcopy:</b> On request from the Chair of Governors	Free
Instrument of Government	<b>Hardcopy:</b> On request from the Chair of Governors	Free

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Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a> <b>Hardcopy:</b> On Request from the School Office	Free Free
School prospectus	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a> <b>Hardcopy:</b> On request from the School Office	Free Free
Annual Report on Standards	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a>  <b>Hardcopy:</b> On request from the School Office	Free  Free
Staffing structure	<b>Hardcopy:</b> On Request from the School Office	Free
School session times and term dates	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a>  <b>Hardcopy:</b> On Request from the School Office (School Brochure)	Free  Free
<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)  Current and previous financial year as a minimum	(Hardcopy or website)	

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Annual budget plan and financial statements	<b>Hardcopy:</b> On Request from the Headteacher	Free
Capitalised funding	<b>Hardcopy:</b> On Request from the Headteacher	Free
Additional funding	<b>Hardcopy:</b> On Request from the Headteacher	Free
Pupil Premium	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a>  <b>Hardcopy:</b> On Request from the School Office	Free
Procurement and projects	<b>Hardcopy:</b> On Request from the Headteacher	Free
Pay Policy	<b>Hardcopy:</b> On Request from the School Office	Free
Staffing and grading structure	<b>Hardcopy:</b> On Request from the Headteacher	Free
Governors' allowances	<b>Hardcopy:</b> On Request from the Headteacher or Chair of Governors	Free

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<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(Hardcopy or website)	
School profile (including Government supplied performance data)	<p><b>Website:</b>  <a href="http://schoolsfinder.direct.gov.uk/8732240/school-profile/">http://schoolsfinder.direct.gov.uk/8732240/school-profile/</a></p> <p><b>Hardcopy:</b>  School Office</p>	<p>Free</p> <p>Free</p>
<p>The latest Ofsted report</p> <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul>	<p><b>Website:</b>  www.wytonprimaryschool.org.uk</p> <p><b>Hardcopy:</b>  On Request from the School Office</p>	<p>Free</p> <p>Free</p>
Equalities objectives	<p><b>Website:</b>  www.wytonprimaryschool.org.uk</p> <p><b>Hardcopy:</b>  On Request from the School Office</p>	Free
Performance management policy and procedures adopted by the governing body.	<p><b>Hardcopy:</b>  On Request from the Headteacher</p>	Free
Schools future plans	<p><b>Hardcopy:</b>  On Request from the Headteacher</p>	Free

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Every Child Matters – policies and procedures	<b>Hardcopy:</b> On Request from the Headteacher	Free

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(Hardcopy or website)	
Admissions policy/decisions (not individual admission decisions)	Contact Cambridgeshire County Council Admissions Team 01223 699200 / 01223 699662 <a href="mailto:admissions@cambridgeshire.gov.uk">admissions@cambridgeshire.gov.uk</a>	
Agendas of meetings of the governing body and (if held) its sub-committees	<b>Inspection Only:</b> On request from the Headteacher or Chair of Governors	Free
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meetings.	<b>Inspection Only:</b> On request from the Headteacher or Chair of Governors	Free

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hardcopy or website)	
Current policies	<p><b>Hardcopy:</b> On Request from the School Office</p> <p><b>Website</b></p>	Free
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(Hardcopy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<p><b>Hardcopy:</b> On Request from the School Office</p>	Free
Disclosure logs	<p><b>Inspection Only:</b> On request from the Headteacher</p>	Free
Asset register	<p><b>Inspection Only:</b> On request from the School Office</p>	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	<p><b>Inspection Only:</b> On request from the Headteacher</p>	Free

<p><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)</p> <p>Current information only</p>	(Hardcopy or website; some information may only be available by inspection)	
Extra-curricular activities	<b>Hardcopy:</b> On Request from the School Office	Free
Out of school clubs	<b>Hardcopy:</b> On Request from the School Office	Free
School publications	<b>Hardcopy:</b> On Request from the School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>Hardcopy:</b> On Request from the School Office	Free
Leaflets books and newsletters	<b>Hardcopy:</b> On Request from the School Office	Free
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

**Wyton on the Hill Community Primary School**

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