



**West Green Primary School**  
**West Green Drive, Crawley, West Sussex, RH11 7EL**

Tel: 01293 526679 Fax: 01293 538336  
e-mail: [admin@westgreenprimary.com](mailto:admin@westgreenprimary.com)  
Website: [www.westgreenprimary.com](http://www.westgreenprimary.com)

**Headteacher: Mr A Hodgson BA (Hons) PGCE**

|                              |                         |
|------------------------------|-------------------------|
| Lead member of staff         | SCHOOL BUSINESS MANAGER |
| Governor Committee           | FINANCE COMMITTEE       |
| Chair of Governors signature | <i>Julie Wilson</i>     |
| Date of publication          | APRIL 2018              |
| Review date                  | APRIL 2019              |

**FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

## **Classes of Information**

- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by

the website, the School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Obligations under equality legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY SCHOOL under the model publication scheme

| Information to be published.<br>This includes datasets where applicable – please see “How to complete the Guide to Information”.                                    | How the information can be obtained | Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------|
| <p><b>Class 1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> |                                     |      |
| Who’s who in the school                                                                                                                                             | WEBSITE                             | FOC  |
| Who’s who on the governing body / board of governors and the basis of their appointment                                                                             | WEBSITE                             | FOC  |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY SCHOOL under the model publication scheme

| Instrument of Government / Articles of Association                                                               | HARD COPY |  | FOC |
|------------------------------------------------------------------------------------------------------------------|-----------|--|-----|
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | WEBSITE   |  | FOC |
| School prospectus (if any)                                                                                       | WEBSITE   |  | FOC |
| Annual Report (if any)                                                                                           | N/A       |  | N/A |
| Staffing structure                                                                                               | WEBSITE   |  | FOC |
| School session times and term dates                                                                              | WEBSITE   |  | FOC |
| Address of school and contact details, including email address.                                                  | WEBSITE   |  | FOC |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                                                                   |           |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|
|                                                                                                                                                                                   |           |     |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |           |     |
| Current and previous financial year as a minimum                                                                                                                                  |           |     |
| Annual budget plan and financial statements                                                                                                                                       | HARD COPY | POA |
| Capital funding                                                                                                                                                                   | HARD COPY | POA |
| Financial audit reports                                                                                                                                                           | HARD COPY | POA |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.                                   | HARD COPY | POA |
| Procurement and contracts the school has entered into, or information                                                                                                             | HARD COPY | POA |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                                                                                                                                |           |     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|--|
| relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).                                                                                                       |           |     |  |
| Pay policy                                                                                                                                                                                                                                     | HARD COPY | POA |  |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories. | HARD COPY | POA |  |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.                    | HARD COPY | POA |  |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.                                                                                                                            | HARD COPY | POA |  |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                                                                                                                                                                                                               |                |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|
|                                                                                                                                                                                                                                                                                                                               |                |            |
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>                                                                                                                             |                |            |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report</li> </ul> | <p>WEBSITE</p> | <p>FOC</p> |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                    |                        |  |     |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------|--|-----|
| <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> <li>• Post-inspection action plan</li> </ul>          |                        |  |     |
| Performance management policy and procedures adopted by the governing body.                                                        | HARD COPY              |  | POA |
| Performance data or a direct link to it                                                                                            | WEBSITE                |  | FOC |
| The school’s future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | HARD COPY              |  | POA |
| Safeguarding and child protection                                                                                                  | HARD COPY              |  | POA |
| <b>Class 4 – How we make decisions</b>                                                                                             | (hard copy or website) |  |     |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                                                                                                                                              |           |     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|--|
| (Decision making processes and records of decisions)<br>Current and previous three years as a minimum                                                                                                                                                        |           |     |  |
| Admissions policy/decisions (not individual admission decisions) – where applicable                                                                                                                                                                          | WEBSITE   | FOC |  |
| Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).                                                                                           | HARD COPY | POA |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only.<br>As a minimum these must include policies, procedures and documents |           |     |  |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|
| that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998. |           |     |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>                                                                                                                                                                                                              | HARD COPY | POA |
| Charging regimes and policies.<br><br>This should include details of any statutory charging regimes. Charging policies should include charges made for information                                                                                                                                                                                                                                                                                                                          | WEBSITE   | FOC |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|                                                                                                                                                                                                                                                                                                                                           |                                                                              |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----|
| <p>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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> |                                                                              |     |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>                                                                                                                                                                                         | (hard copy or website; some information may only be available by inspection) |     |
| Curriculum circulars and statutory instruments                                                                                                                                                                                                                                                                                            | INSPECTION ONLY                                                              | POA |
| Disclosure logs                                                                                                                                                                                                                                                                                                                           | INSPECTION ONLY                                                              | POA |
| Asset register                                                                                                                                                                                                                                                                                                                            | HARD COPY                                                                    | POA |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

| Any information the school is currently legally required to hold in publicly available registers                                                                                                         | INSPECTION ONLY                                                              | POA |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |     |
| Extra-curricular activities                                                                                                                                                                              | WEBSITE                                                                      | FOC |
| Out of school clubs                                                                                                                                                                                      | WEBSITE                                                                      | FOC |
| Services for which the school is entitled to recover a fee, together with those fees                                                                                                                     | HARD COPY                                                                    | POA |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

| School publications, leaflets, books and newsletters                                                                                           | WEBSITE | FOC |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |         |     |
|                                                                                                                                                |         |     |

## SCHEDULE OF CHARGES

Template guide to information for schools  
 Version 3  
 20130830



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                                    | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|-------------------------------------------------------|----------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying/printing @ 10p per sheet (black & white) | Actual cost *                                            |
|                          | Photocopying/printing @ 25p per sheet (colour)        | Actual cost                                              |
|                          | Postage                                               | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     | £10 - £50                                             | In accordance with the relevant                          |



## Freedom of Information

### Guide to information available from WEST GREEN PRIMARY under the model publication scheme

|              |  |                                        |
|--------------|--|----------------------------------------|
|              |  | legislation (quote the actual statute) |
| <b>Other</b> |  |                                        |

