

# Freedom of Information Published Guide to information



Version	Date	Author	Comments
1	June 22	A Drugan	
2	June 23	A Drugan	
3	June 24	A Drugan	Reviewed but no change
4	Sep 25	A Drugan	Reviewed by DP Team but no change

<b>Date Approved:</b>	Sep 25
<b>Approved By:</b>	FGB
<b>Statutory Policy:</b>	No
<b>Review Cycle:</b>	Annually

Information to be published.	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do (Organisational information, structures, locations and contacts) – Current Information only</b>		
Who's who in the school	Website: <a href="http://www.westgatecp.co.uk/contact-details/">http://www.westgatecp.co.uk/contact-details/</a> Hard copy, available upon request – contact school	Free  5p / page
Who's who on the governing body / board of governors and the basis of their appointment	Website: <a href="http://www.westgatecp.co.uk/governors/">http://www.westgatecp.co.uk/governors/</a> Hard copy, available upon request – contact school	Free  5p / page
Instrument of Government / Articles of Association	Website: <a href="http://www.westgatecp.co.uk/governors/">http://www.westgatecp.co.uk/governors/</a> Hard copy, available upon request – contact school	Free  5p / page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="http://www.westgatecp.co.uk/contact-details/">http://www.westgatecp.co.uk/contact-details/</a> Hard copy, available upon request – contact school	Free  5p / page
Staffing structure	Website: <a href="http://www.westgatecp.co.uk/meet-the-staff/">http://www.westgatecp.co.uk/meet-the-staff/</a> Hard copy, available upon request – contact school	Free  5p / page
School session times and term dates	Website:	Free

Information to be published.	How the information can be obtained	Cost
	<a href="http://www.westgatecp.co.uk/topic/parents">http://www.westgatecp.co.uk/topic/parents</a> Hard copy, available upon request – contact school	5p / page
Address of school and contact details, including email address.	Website: <a href="http://www.westgatecp.co.uk/contact-details/">http://www.westgatecp.co.uk/contact-details/</a> Hard copy, available upon request – contact school	Free  5p / page
<b>Class 2: What we spend and how we spend it</b>		
Annual budget plan and financial statements	Hard copy, available upon request – contact school	5p/page
Capital funding	Hard copy, available upon request – contact school	5p/page
Financial audit reports	Hard copy, available upon request – contact school	5p/page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy, available upon request – contact school	5p/page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy, available upon request – contact school	5p/page
Pay policy	Hard copy, available upon request – contact school	5p/page

Information to be published.	How the information can be obtained	Cost
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, available upon request – contact school	5p/page
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, available upon request – contact school	5p/page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy, available upon request – contact school	5p/page
<b>Class 3 – What our priorities are and how we are doing</b>		
<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 <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>● Post-inspection action plan</li> </ul>	<p>Website:  <a href="http://www.westgatecp.co.uk/ofsted-and-performance-data/">http://www.westgatecp.co.uk/ofsted-and-performance-data/</a></p> <p>Hard copy, available upon request – contact school</p>	<p>Free</p> <p>5p/page</p>
Performance management policy and procedures adopted by the governing body.	Hard copy, available upon request – contact school	5p/page

Information to be published.	How the information can be obtained	Cost
Performance data	Hard copy, available upon request – contact school	5p/page
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, available upon request – contact school	5p/page
Safeguarding and child protection	Website: <a href="http://www.westgatecp.co.uk/policies-and-privacy/">http://www.westgatecp.co.uk/policies-and-privacy/</a> Hard copy, available upon request – contact school	Free  5p/page
<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/decisions (not individual admission decisions) – where applicable	Website: <a href="https://www.westgatecp.co.uk/school-admissions/">https://www.westgatecp.co.uk/school-admissions/</a> Hard copy, available upon request – contact school	Free  5p/page
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, available upon request – contact school	5p/page

Information to be published.	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)            Current information only.</p> <p>As a minimum these must include policies, procedures and documents 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.</p>		
<p>School Policies and Records management and personal data policies, including:</p> <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>	<p>Website:  <a href="http://www.westgatecp.co.uk/policies-and-privacy/">http://www.westgatecp.co.uk/policies-and-privacy/</a></p> <p>Hard copy, available upon request – contact school</p>	<p>Free</p> <p>5p/page</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>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>Website:  <a href="http://www.westgatecp.co.uk/policies-and-privacy/">http://www.westgatecp.co.uk/policies-and-privacy/</a></p> <p>Hard copy, available upon request – contact school</p>	<p>Free</p> <p>5p/page</p>
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Website:</p>	<p>Free</p>

Information to be published.	How the information can be obtained	Cost
	<a href="https://www.westgatecp.co.uk/our-curriculum/">https://www.westgatecp.co.uk/our-curriculum/</a> Hard copy, available upon request – contact school	5p/page
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers		
<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		
School publications, leaflets, books and newsletters	Website: <a href="http://www.westgatecp.co.uk/topic/parents">http://www.westgatecp.co.uk/topic/parents</a> Hard copy, available upon request – contact school	Free  5p / page
Extra-curricular activities	Hard copy, available upon request – contact school	5p/page
Out of school clubs	Hard copy, available upon request – contact school	5p/page

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Services for which the school is entitled to recover a fee, together with those fees	Hard copy, available upon request – contact school	5p/page

## **SCHEDULE OF CHARGES**

**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 @5p per sheet (black & white)	Actual cost*
	Postage – Royal Mail standard charges	Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority