



| Information to be Published | How the information can be obtained |
|--|--|
| Class 1 - Who we are and what we do (organisational information, structures, locations and contacts) This will be current information only | |
| Who's who in the school | Website https://woodlandprimary.org.uk/our-staff/ Hard copy on request – contact school |
| Who's who on the governing body and the basis of their appointment | Website https://woodlandprimary.org.uk/our-governors/ Hard copy on request – contact school |
| Articles of association | Hard copy on request – contact school |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible with telephone number and email address) | Website https://woodlandprimary.org.uk/our-governors/ Hard copy on request – contact school |
| School address and contact details, including email address | Website https://woodlandprimary.org.uk/contact-us/ Hard copy on request – contact school |
| Staffing structure | Website https://woodlandprimary.org.uk/our-staff/ Hard copy on request – contact school |
| School session times and term dates | Website https://woodlandprimary.org.uk/the-school-day/ Hard copy on request – contact school |
| 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) Current and previous financial year | |
| Annual budget plan and financial statements | Hard copy on request – contact school |
| Expenditures of items over £5,000 | Hard copy on request – contact school |
| Capital funding | Hard copy on request – contact school |
| Additional funding | Hard copy on request – contact school |
| Financial audit reports | Hard copy on request – contact school |
| Procurement and contracts | Hard copy on request – contact school |
| Staff allowances and expenses | Hard copy on request – contact school |
| Staff pay and grading structure | Hard copy on request – contact school |
| Governors' allowances | Hard copy on request – contact school |
| 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 | |
| School profile <ul style="list-style-type: none"> performance data supplied to the government the latest Ofsted report | Website https://woodlandprimary.org.uk Hard copy on request – contact school |
| Performance management policy and procedures adopted by the governing body | Hard copy on request |
| Class 4 – How we make decisions (decision making processes and records of decisions) Current and previous three years as a minimum | |
| Admissions policy/decisions (not individual admission decisions) | Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard copy on request |

| | |
|---|---|
| Minutes of meetings (as above) | Hard copy on request |
| Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) current information only; as a minimum these must include policies, procedures and documents the academy is required to have by statute. | |
| <p>School policies and other documents including:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Attendance policy • Behaviour policy • Drugs policy • PSHE and RSE (Relationships Education) policy • Teaching and Learning Policy • School Exclusions policy | <p>Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection policy • CCTV policy • Information Security policy • Privacy Notice | <p>Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school</p> <p>https://www.humbereducationtrust.co.uk/policies/</p> |
| <p>Equality and diversity</p> <ul style="list-style-type: none"> • SEND policy • Diversity, Equity and Inclusion Policy • Equality, Diversity and Inclusion policy - pupils | <p>Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school</p> |
| <p>Safeguarding and child protection</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding policy • Safeguarding Concerns and Allegations made about Staff, Supply Staff, Contractors and Volunteers policy | <p>Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school</p> |
| <p>Health and safety</p> <ul style="list-style-type: none"> • Health and Safety policy • First Aid policy • E-safety policy • Asthma policy • Supporting pupils with medical conditions policy • Accessibility Plan • Lockdown policy • Off-site Critical incidents policy • Premises management documents | <p>Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school</p> <p>Hard copy on request – contact school</p> |
| <p>Human resources and the recruitment of staff</p> <ul style="list-style-type: none"> • Staff Code of Conduct policy • Pay policy | <p>Hard copy on request – contact school</p> |
| Complaints | Website https://woodlandprimary.org.uk/policies-documents/ |

| | |
|--|---|
| <ul style="list-style-type: none"> Complaints procedure Whistleblowing policy | Hard copy on request – contact school |
| Charging regimes and policies <ul style="list-style-type: none"> Charging and Remissions policy | Website https://woodlandprimary.org.uk/policies-documents/ Hard copy on request – contact school |
| Class 6 – Lists and Registers Currently maintained lists and registers only | |
| Curriculum circulars and statutory instruments | Hard copy; some information may only be available by inspection – contact school |
| Disclosure logs | Inspection only – contact school |
| Asset register | Inspection only – contact school |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Inspection only – contact school |
| 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 | |
| Extra-curricular activities | Via letters and Website https://woodlandprimary.org.uk/after-school-club/ |
| Out of school clubs | Via letters and Website https://woodlandprimary.org.uk/after-school-club/ https://woodlandprimary.org.uk/breakfast-club/ |
| School publications | Via letters and Website https://woodlandprimary.org.uk |
| Leaflets, booklets and newsletters | Website https://woodlandprimary.org.uk/school-newsletters/ Hard copy on request – contact school |

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 @ 5p per sheet (black & white) | Actual Cost |
| | Photocopying/printing @ 10p per sheet (black & white) | Actual Cost |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

Reviewed: Spring 2024

Next review: Spring 2026

<https://ico.org.uk/media/for-organisations/documents/definition-documents-2021/4018892/dd-schools-eng-20211029.pdf>