

## Freedom of Information

### Guide to information available from The Wensleydale School and Sixth Form, Leyburn under the model publication scheme

Information to be published	How the information can be obtained
<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>	(hard copy and/or website)
Who's who in the school (staff)	Hard copy
Who's who on the governing body and the basis of their appointment	Hard copy
Instrument of Government	Hard copy/website
Contact details for the Head teacher and for the governing body	Hard copy / website
School prospectus	Hard copy
Staffing structure	Hard copy
School session times and term dates	Hard copy
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy)
Annual budget plan and financial statements	Hard copy

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Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay policy	Hard copy
Staffing and grading structure	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hardcopy)
School profile Government supplied performance data The latest Ofsted report - Summary - Full report	DfE website  OfSTED website
Performance management policy and procedures adopted by the governing body.	Hard copy / website
Schools future plans	Hard copy
Every Child Matters – policies and procedures	Hard copy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)

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Admissions policy/decisions (not individual admission decisions)	Hard copy / website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings.	Hard copy / website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy / website)
School policies including: Charging and remissions policy Health and Safety policy Formal Complaints policy & procedure Staff code of conduct policy Discipline and grievance policies Information request handling policy Equality and diversity (including equal opportunities) policies Staff recruitment policies	Hard copy / website Hard copy / website Hard copy / website Hard copy / website Hard copy / Google Drive Hard copy / Google Drive Hard copy Hard copy / website Hard copy / Google Drive
Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special educational needs & Disabilities Race equality Careers education (IAG)	Hard copy / website Hard copy / website Hard copy / website Hard copy / website Hard copy / website Hard copy / website

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Behaviour Management	Hard copy / website
Records management and personal data policies, including: Data Protection Policy Records retention destruction and archive policies Fair processing Privacy Notices	Hard copy / website Hard copy / Google Drive Hard copy
Charging regimes and policies. Lettings Policy Schedule of Charges	Hard copy / website Hard copy / website
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Some information may only be available by inspection
Disclosure logs	Inspection only
Asset register	Inspection only
<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	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities & out of school clubs	Hard copy / website
School publications	Hard copy / website
Lettings Policy & Schedule of Charges	Hard copy / website

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Leaflets and newsletters	Hard copy / website

**Date of Policy: July 2021**  
**Date of Review: July 2022**