

Freedom of Information  
Guide to information available from West Hill Primary School under the model publication scheme

Information required.	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>		
Who's who in the school	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
Who's who on the Governing Board and the basis of their appointment	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
Instrument of Government / Articles of Association	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
Contact details for the Head teacher and for the Governing Board, via the school (named contacts where possible)	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
Staffing structure	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None

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School session times and term dates	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
Address of school and contact details, including email address.	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
<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		
Annual budget plan and financial statements	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Per Sheet Charge
Capital funding	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Per Sheet Charge
Financial audit reports	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Per Sheet Charge
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval	By request to the school office: <a href="mailto:admin@west-hill-">admin@west-hill-</a>	None

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where practical.	<a href="http://primary.devon.sch.uk">primary.devon.sch.uk</a>	
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).	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Per Sheet Charge
Pay policy	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None
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.	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None
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.	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None

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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>		
<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>School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a></p>	<p>None</p>
<p>Performance management policy and procedures adopted by the Governing Board.</p>	<p>By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a></p>	<p>None</p>
<p>Performance data or a direct link to it</p>	<p>School Website <a href="http://www.west-hill-">www.west-hill-</a></p>	<p>None</p>

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	<a href="http://primary.devon.sch.uk">primary.devon.sch.uk</a>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
Safeguarding and child protection	School Website <a href="http://www.west-hill-primary.devon.sch.uk">www.west-hill-primary.devon.sch.uk</a>	None
<b>Class 4 – How we make decisions</b>		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None
Agendas and minutes of meetings of the Governing Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None if emailed or Per Sheet charge
<b>Class 5 – Our policies and procedures</b> (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 that the school is required to have by statute or by its		

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<p>funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.</p>		
<p>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>School Website or by request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a></p>	<p>None if emailed or Cost Per Sheet</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>By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a></p>	<p>None if emailed or Cost Per Sheet</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>	<p>some information may only be available by inspection.</p>	

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Curriculum circulars and statutory instruments	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Cost Per Sheet
Disclosure logs	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Cost Per Sheet
Asset register	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Cost Per Sheet
Any information the school is currently legally required to hold in publicly available registers	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Cost Per Sheet
<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	some information may only be available by inspection	
Extra-curricular activities	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None
Out of school clubs	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None

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Services for which the school is entitled to recover a fee, together with those fees	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	None
School publications, leaflets, books and newsletters	By request to the school office: <a href="mailto:admin@west-hill-primary.devon.sch.uk">admin@west-hill-primary.devon.sch.uk</a>	Cost Per Sheet

**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 @ current charge per sheet (black & white) Ask office for current charge	Actual cost from photocopying contract
	Photocopying/printing @ current charge per sheet (colour) Ask office for current charge	Actual cost from photocopying contract



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	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority