

Freedom of Information Act 2000  
Information available from **Wimborne Primary School** under the model publication scheme

The school website is: [www.wimborne.portsmouth.sch.uk](http://www.wimborne.portsmouth.sch.uk)

<b>Information to be published</b>	<b>How you can obtain the information</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	(hard copy and/or website)	
Head teacher's contact details	School Website Hardcopy - Contact school office	Per schedule of charges
Who's who in the school	School Website Hardcopy - Contact school office	Per schedule of charges

Who's who on the governing board and selection criteria for appointment  Governing body's contact details	School Website  Hardcopy - Contact school office	Per schedule of charges
Instrument of Government	Hardcopy - Contact school office	Per schedule of charges
School prospectus	School Website  Hardcopy - Contact school office	Per schedule of charges
School session times and term dates	School Website  Hardcopy - Contact school office	Per schedule of charges
<b>Class 2 – What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget and financial statements	Hardcopy - Contact school office	Per schedule of charges
Capital funding	Hardcopy - Contact school office	Per schedule of charges
Financial Audits reports	Hardcopy - Contact school office	Per schedule of charges

Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hardcopy - Contact school office	Per schedule of charges
Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hardcopy - Contact school office	Per schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hardcopy - Contact school office	Per schedule of charges
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy - Contact school office	Per schedule of charges
Procurement and contracts we have entered into	Hardcopy - Contact school office	Per schedule of charges
Details of any premiums we receive such as Pupil premium.	School Website Hardcopy - Contact school office	Per schedule of charges
<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	(hard copy or website)	

Annual Report	Hardcopy - Contact school office	Per schedule of charges
Latest reports from regulators (Ofsted) - Summary - Full report  - Post-inspection action plan	Website <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> Search for 'Wimborne Primary School'  Hardcopy - Contact school office  Hardcopy - Contact school office	Per schedule of charges
Exam and assessment results	School Website  Hardcopy - Contact school office	Per schedule of charges
Performance tables	School Website  Hardcopy - Contact school office	Per schedule of charges
The school's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hardcopy - Contact school office	Per schedule of charges
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	School Website  Hardcopy - Contact school office	Per schedule of charges

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hardcopy - Contact school office	Per schedule of charges
<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)	
Admissions policy and, where applicable, admission decisions ( <i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i> )	Website <a href="http://www.portsmouth.gov.uk">www.portsmouth.gov.uk</a> Search for 'Admissions'  Hardcopy - Contact school office	Per schedule of charges
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hardcopy - Contact school office	Per schedule of charges
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities	(hard copy or website)	

Current information only		
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	School Website Hardcopy - Contact school office	Per schedule of charges
Safeguarding and child protection, including protecting children's personal data	School Website Hardcopy - Contact school office	Per schedule of charges
Equality and Diversity	School Website Hardcopy - Contact school office	Per schedule of charges
Policies and procedures relating to recruitment and human resources	School Website Hardcopy - Contact school office	Per schedule of charges
Special educational needs	School Website Hardcopy - Contact school office	Per schedule of charges
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	School Website Hardcopy - Contact school office	Per schedule of charges
Pay Policy	Website <a href="https://sites.google.com/a/lea.portsmouth.sch.uk/humanresources/manual-of-personnel-practice">sites.google.com/a/lea.portsmouth.sch.uk/humanresources/manual-of-personnel-practice</a>	Per schedule of charges

	Hardcopy - Contact school office	
Records management (Information security policies, Records retention, destruction and archive policies)  Data protection (including information sharing and CCTV usage policies)	Hardcopy - Contact school office	Per schedule of charges
Charging regimes and policies	School Website  Hardcopy - Contact school office	Per schedule of charges
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hardcopy - Contact school office	Per schedule of charges
CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Not applicable, no CCTV	Not applicable
Disclosure logs, ie information provided in response to FOIA/EIR requests	Hardcopy - Contact school office	Per schedule of charges

Asset register and Information Asset register	Inspection Only Contact school office	Per schedule of charges
Any information we are currently legally required to hold in publicly available registers	Inspection Only Contact school office	Per schedule of charges
<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	School Website  Hardcopy - Contact school office	Per schedule of charges
Out of school clubs	School Website  Hardcopy - Contact school office	Per schedule of charges
Services for which we are entitled to recover a fee, together with those fees	Hardcopy - Contact school office	Per schedule of charges
Requests for paper copies of information	Hardcopy - Contact school office	Per schedule of charges
Our publications, leaflets, books and newsletters	School Website  Hardcopy - Contact school office	Per schedule of charges



<b>Additional Information</b>  Any information that is not itemised in the lists above	None	
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### Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white) plus admin charge	Actual cost incurred
	Photocopying/printing @ 5p per sheet (colour) plus admin charge	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>	Confirmed on application	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Website	Free
	Admin charge at £15 per hour (plus VAT)	Actual cost incurred

Approved by Resources Committee  
Agreed (online): 05 Dec 2022  
Next review: Dec 2025