

Freedom of Information

Guide to Information available from Willow Bank Junior School under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost £
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Website: willowbankjunior.com/whos-who	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website: willowbankjunior.com/governors	Free
Instrument of Government	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Website: willowbankjunior.com/contact-details	Free
Staffing structure	Website: willowbankjunior.com/whos-who	Free
School session times and term dates	Website: willowbankjunior.com/opening-times willowbankjunior.com/term-dates	Free
Address of school and contact details, including email address	Website: willowbankjunior.com/contact-details	Free

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)		
Annual budget plan and financial statements	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Capital funding	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Financial audit reports	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Details of expenditure items over £2000	Email: admin@willowbank-jun.wokingham.sch.uk	Free
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 (e.g. local authority).	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Pay policy	Email: admin@willowbank-jun.wokingham.sch.uk	Free
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.	Email: admin@willowbank-jun.wokingham.sch.uk	Free
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.	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Not applicable	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Performance data	Website: willowbankjunior.com/ofsted-and-performance-data	Free
The latest Ofsted Inspectorate report	Website: willowbankjunior.com/ofsted-and-performance-data	Free
School Action Plan	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Performance management policy and procedures adopted by the governing body.	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Safeguarding and child protection	Website: willowbankjunior.com/safeguarding	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Not applicable. Refer to Wokingham Borough Council	
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).	Email: admin@willowbank-jun.wokingham.sch.uk	Free

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

School policies, including: • Attendance • Charging • Complaints • Data Protection • Health and Safety • Literacy and Maths • Special Educational Needs • Teaching and Learning	Website: willowbankjunior.com/policies	Free
School policies including: • Asset Management • Disciplinary (staff) • Equal Opportunities • Financial Procedures • Purchasing • Recruitment and Selection • Staff Code of Conduct	Email: admin@willowbank-jun.wokingham.sch.uk	Free

Class 6 – Lists and Registers

(Currently maintained lists and registers only - this does not include the attendance register)

Asset register	Email: admin@willowbank-jun.wokingham.sch.uk	Free
Any information the school is currently legally required to hold in publicly available registers	Email: admin@willowbank-jun.wokingham.sch.uk	Free

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website: willowbankjunior.com/clubs-extra-curricular-activities	Free
Out of school clubs	Website: willowbankjunior.com/childcare	Free
School publications, leaflets and newsletters	Website: willowbankjunior.com/topic/news-and-events willowbankjunior.com/topic/parents-community	Free
Additional Information (Information that is not itemised in the lists above)		

SCHEDULE OF CHARGES

Wherever possible, requested information will be sent by email and will incur no cost. In cases where only a hard copy of a document is held in school, photocopies will be charged at 5p per sheet (black and white) and 10p per sheet (colour).

Information can be collected from the school office. If information has to be posted, costs will be charged to the recipient.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 10p*
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 20p*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority