

Freedom of Information

Guide to information available from Woodlands Academy under the model publication scheme

| Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”. | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | School Website: https://www.woodlands.ealing.sch.uk/ | |
| Who’s who in the school | School Website: https://www.woodlands.ealing.sch.uk/ | |
| Who’s who on the governing body / board of governors and the basis of their appointment | School Website: https://www.woodlands.ealing.sch.uk/ | |
| Instrument of Government / Articles of Association | School Website: https://www.woodlands.ealing.sch.uk/ | |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | School Office: HR/ Finance Officer | |
| School prospectus (if any) | School Office: Data Officer | |
| Annual Report (if any) | School Website: https://www.woodlands.ealing.sch.uk/ | |
| Staffing structure | School Website: https://www.woodlands.ealing.sch.uk/ | |
| School session times and term dates | School Website: https://www.woodlands.ealing.sch.uk/ | |
| Address of school and contact details, including email address. | School Website: https://www.woodlands.ealing.sch.uk/ Hard Copy: School Office | |

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| <p>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)</p> <p>Current and previous financial year as a minimum</p> | Hard Copy: HR/ Finance Officer Finance Director | |
| Annual budget plan and financial statements | Hard Copy: HR/ Finance Officer Finance Director | |
| Capital funding | Hard Copy: HR/ Finance Officer Finance Director | |
| Financial audit reports | Hard Copy: HR/ Finance Officer Finance Director | |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard Copy: HR/ Finance Officer Finance Director | |
| 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). | Hard Copy: HR/ Finance Officer Finance Director | |
| Pay policy | Hard Copy: HR/ Finance Officer | |
| 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. | Hard Copy: HR/ Finance Officer Finance Director | |

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| <p>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.</p> | <p>Hard Copy: HR/ Finance Officer Finance Director</p> | |
| <p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p> | <p>Hard Copy: HR/ Finance Officer Finance Director</p> | |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | <p>School Website: https://www.woodlands.ealing.sch.uk/</p> | |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | <p>School Website: https://www.woodlands.ealing.sch.uk/</p> <p>Hard Copy: Data Officer School Website https://www.woodlands.ealing.sch.uk/</p> | |
| <p>Performance management policy and procedures adopted by the governing body.</p> | <p>Hard Copy: HR/ Finance Officer</p> | |
| <p>Performance data or a direct link to it</p> | <p>School Website: https://www.woodlands.ealing.sch.uk/</p> <p>Hard Copy: Data Officer</p> | |

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| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | | |
| Safeguarding and child protection | School Website https://www.woodlands.ealing.sch.uk/ | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | (hard copy or website) | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | School Website https://www.woodlands.ealing.sch.uk/ | |
| 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). | School Website https://www.woodlands.ealing.sch.uk/ | |
| 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 that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests. | School Website https://www.woodlands.ealing.sch.uk/ | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | School Website https://www.woodlands.ealing.sch.uk/ Hard Copy: Data Officer | |

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| <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>School Website https://www.woodlands.ealing.sch.uk/</p> <p>Hard Copy: Data Officer</p> | |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> | <p>School Website https://www.woodlands.ealing.sch.uk/</p> <p>Hard Copy: Data Officer</p> | |
| <p>Curriculum circulars and statutory instruments</p> | <p>School Website https://www.woodlands.ealing.sch.uk/</p> <p>Hard Copy: Data Officer</p> | |
| <p>Disclosure logs</p> | <p>Hard Copy: HR/ Finance Officer</p> | |
| <p>Asset register</p> | <p>Hard Copy: HR/ Finance Officer Finance Director</p> | |
| <p>Any information the school is currently legally required to hold in publicly available registers</p> | <p>Hard Copy: HR/ Finance Officer Finance Director</p> | |

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| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Extra-curricular activities</p> | <p>School Website</p> <p>https://www.woodlands.ealing.sch.uk/</p> | |
| <p>Out of school clubs</p> | <p>School Website</p> <p>https://www.woodlands.ealing.sch.uk/</p> | |
| <p>Services for which the school is entitled to recover a fee, together with those fees</p> | <p>School Website</p> <p>https://www.woodlands.ealing.sch.uk/</p> | |
| <p>School publications, leaflets, books and newsletters</p> | <p>School Website</p> <p>https://www.woodlands.ealing.sch.uk/</p> | |
| <p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p> | <p>School Website</p> <p>https://www.woodlands.ealing.sch.uk/</p> | |

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 @ 0.4p per sheet (black & white) | Cost per copy paid to photocopier leasing company |
| | Photocopying/printing @ 1.2p per sheet (colour) | Cost per copy paid to photocopier leasing company |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | N/A | N/A |