

Commented [KR1]: Please check this table carefully and amend it to ensure it accurately reflects the arrangements at your school or Trust. You should also amend or delete any red text before publication.

Any information you do not hold can be marked as 'Not held' in the third column and 'N/A' in the last column.

Any rows that are only relevant to Academies can be removed completely if you are not an Academy.

Certain information about our organisation is required to be published under the Freedom of Information Act or in accordance with guidance issued by the Department of Education. This guide identifies where this information is published or how it can be obtained.

Please note that the guide only covers the information we currently hold. Any information that is not held will be marked as such.

Class 1 - Who we are and what we do			
Information about us: our structures, locations, and contacts. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
Contact details for the school or Trust, postal and email address (if used). Where possible, named contacts with telephone number and email address.	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/contact.html	Not applicable
Headteacher's contact details.	ICO	Published on the school website: https://www.wybunburydelves.co.uk/contact.html	Not applicable
Who's who in the school or Trust.	ICO	Information about our school team can be found here: https://www.wybunburydelves.co.uk/our-school/about-us/our-staff.html Information for the CDAT central team is published on the Trust website: www.cdat.co.uk/our-team.html	Not applicable
Who's who on the governing body/ board of governors and selection criteria for appointment/ governing body's contact details.	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-school/about-us/profiles.html	Not applicable
Diversity data for the governing board.	DfE	Not held	Not applicable
For Academies: Trustees' contact details.	ICO	Trustees can be contacted through the CDAT central office. Published on the Trust website: www.cdat.co.uk/contact.html	Not applicable



Class 1 - Who we are and what we do			
Information about us: our structures, locations, and contacts. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
For Academies: Trustee who's who.	ICO & DfE	Published on the Trust website: www.cdat.co.uk/our-services/governance/ourtrust/governance.html	Not applicable
For Academies: Trustee diversity data.	DfE	Not held	Not applicable
Instrument of Government/ Articles of Association.	ICO & DfE	Published on the Trust website: www.cdat.co.uk/our-services/governance/ourtrust/legal-financial-information.html	Not applicable
Prospectus.	ICO	Published on the school/Trust website: [insert link to specific web page] Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
School/Academy session times and term dates.	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-parents/office/term-dates.html	Not applicable
School curriculum.	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-learning.html	Not applicable

Commented [AJ2]: If you would not charge for providing this information, please change this to N/A.

This applies to anywhere we have said there would be a charge. Please make any amendments to the cost column as applicable for your school.

Class 2 – What we spend and how we spend it.			
Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.			
Information to be published	Authority	How you can obtain the information	Cost
Annual budget and financial statements.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
For Academies: Annual accounts.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.

Commented [KR3]: Please note that the previous financial year's information must also be published

Commented [AJ4]: Please remove this row if you are not an Academy.



Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
Capital funding.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Financial audit reports.	ICO & DfE	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Staff pay – number of employees who have a gross annual salary and benefits of £100,000 or more, published in £10,000 increments.	DfE	N/A	Not applicable
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
For Academies: Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Procurement and contracts.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Details of any premiums we receive such as pupil premium, recovery premium and sports premium.	ICO & DfE	Published on the school website:	Not applicable

Commented [KR3]: Please note that the previous financial year's information must also be published

Commented [AJ5]: Please remove this row if you are not an Academy.



Class 2 – What we spend and how we spend it.

Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit. This is current information and the previous financial year's information.

Information to be published	Authority	How you can obtain the information	Cost
		https://www.wybunburydelves.co.uk/our-school/statutory/sports-premium.html https://www.wybunburydelves.co.uk/our-school/statutory/pupil-premium.html	

Commented [KR3]: Please note that the previous financial year's information must also be published

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
Annual report.	ICO DfE	Published on the Trust website: www.cdat.co.uk/our-services/governance/ourtrust/legal-financial-information.html	Not applicable
Latest reports from regulators (Ofsted and SIAMS)	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/ofsted-report.html https://www.wybunburydelves.co.uk/our-school/church-school/siams.html	Not applicable
Test, exam, and assessment results.	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/school-performance.html	Not applicable
Performance tables.	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/school-performance.html	Not applicable
Remote education.	DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-learning/remote-education.html	Not applicable
The school or Academy's future plans e.g., proposals for and any consultation on the future of the	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



Class 3 – What our priorities are and how we are doing			
Strategies and plans, performance indicators, audits, inspections and reviews. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
school/Academy, such as a change in status (if applicable).			
School profile and performance data supplied to the Government.	ICO & DfE	Published on the GIAS website: www.getinformation-schools.service.gov.uk/Search	Not applicable
Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.

Class 4 – How we make decisions			
Decision making processes and records of decisions. This is current information and the previous three year's information.			
Information to be published	Authority	How you can obtain the information	Cost
Admissions policy and, where applicable, admission decisions (not individual decisions e.g., application numbers/ patterns of successful applicants, including criteria on which applications were successful).	ICO & DfE	Published on the school website: https://www.wybunburydelves.co.uk/our-school/joining-us/admissions.html Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.	ICO & DfE	Hard copy available on request. Please contact the school office.	Not applicable

Commented [KR6]: Please note the requirement to provide information that goes back three years



Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.

Information to be published	Authority	How you can obtain the information	Cost
School policies and other documents, such as behaviour policy, complaints procedure, anti-bullying policy, eSafety, SEND, access to information etc.	ICO & DfE	Published on the school website https://www.wybunburydelves.co.uk/our-school/statutory/policies.html Please note that not all policies are required to be published.	Not applicable
Safeguarding and child protection, including protecting children’s personal data.	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/policies.html https://www.wybunburydelves.co.uk/our-parents/keeping-safe/safeguarding.html	Not applicable
Equality and diversity including the public sector equality duty.	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/equality-objectives.html	Not applicable
Policies and procedures relating to recruitment and human resources.	ICO	Published on the Trust website: www.cdat.co.uk/our-trust/policies.html	Not applicable
Special educational needs.	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/policies.html	Not applicable
Customer service and complaints policies and procedures (including those covering handling requests for information and operating the publication scheme).	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/policies.html	Not applicable
Pay policy.	ICO	Published on the Trust website: www.cdat.co.uk/our-trust/policies.html	Not applicable
Records management (information security policies, records retention, destruction and archive policies).	ICO	Published on the Trust website: www.cdat.co.uk/our-trust/policies.html	Not applicable

Commented [KR7]: Not all policies are required to be published. As a minimum you should publish statutory policies and those recommended by the DfE.



Class 5 – Our policies and procedures			
Current written protocols, policies and procedures for delivering our services and responsibilities. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
Data protection (including information sharing and CCTV usage policies).	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/policies.html	Not applicable
Charging regimes and policies.	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-school/statutory/policies.html	Not applicable
Careers programme information.	ICO	N/A	Yes – see cost table.

Class 6 – Lists and registers			
Currently maintained lists and registers only (this does not include attendance registers).			
Information to be published	Authority	How you can obtain the information	Cost
CCTV - details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	ICO	N/A	Yes – see cost table.
Disclosure logs, i.e., information provided in response to FOI/EIR requests.	ICO	Not held.	Not applicable
Asset register and Information Asset Register.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Any information we are currently legally required to hold in publicly available registers.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.

Commented [KR8]: Some information may only be available by inspection. This means a copy will not be provided and the individual would need to come in to school to view it.

Class 7 – The services we offer			
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
Extra-curricular activities.	ICO	Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.

Commented [KR9]: Some information may only be available by inspection. This means a copy will not be provided and the individual would need to come in to school to view it.



Class 7 – The services we offer			
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. This is current information only.			
Information to be published	Authority	How you can obtain the information	Cost
Out of school clubs.	ICO	Published on the school website: https://www.wybunburydelves.co.uk/our-parents/oosc.html Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
Services for which we are entitled to recover a fee, together with those fees.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Our publications, leaflets, books and newsletters.	ICO	Published on the school website: www.wybunburydelves.co.uk Hard copy available on request. Please contact the school office.	Not applicable Yes – see cost table.
Additional Information			
Any information that is not itemised in the lists above.	Not applicable	Not applicable	Not applicable

Commented [KR9]: Some information may only be available by inspection. This means a copy will not be provided and the individual would need to come in to school to view it.

Schedule of charges

The following table describes how we assess any charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost incurred
	Photocopying @ 8p per sheet (colour)	Actual cost incurred

Commented [AJ10]: You will need to insert here how much you will charge per sheet of paper printed in black and white. This should be actual cost. Please document how you reach your decision on how much to charge in case you ever have to justify your calculations.

Commented [AJ11]: As above but for colour printing.



	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee	Not applicable	Not applicable

The office details for information available upon request are:

Wybunbury Delves CE Primary and Preschool

Bridge Street,

Wybunbury,

NANTWICH.

CW5 7NE

Email: office@wybunburydelves.co.uk

