



## **Wilson's School**

### **Freedom of Information Act Publication Scheme**

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### **Classes of information**

##### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

##### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

##### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

##### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

<b>SCHEDULE OF CHARGES</b>		
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred by school
	Photocopying/printing @ 15p per sheet (colour)	Actual cost incurred by school
	Packaging – envelopes etc	Actual cost incurred by the school
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage
<b>Statutory Fee</b>	As applicable	In accordance with the relevant legislation

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Contact Details:**

The website for the School is [www.wilsonsschool.sutton.sch.uk](http://www.wilsonsschool.sutton.sch.uk)

Email: [office@wilsonsschool.sutton.sch.uk](mailto:office@wilsonsschool.sutton.sch.uk)

Tel: 020 8773 2931

Address: The Head  
Wilson's School  
Mollison Drive  
Wallington  
Surrey  
SM6 9JW

## Guide to the Information Available from Wilson's School

### **WHO WE ARE AND WHAT WE DO**

**(Organisational information, structures, locations and contacts)** This will be current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>
Funding Agreement (including any Variations thereto)	Website and / or hard copy
Memorandum and Articles of Association	Website and / or hard copy
School staff and structure – names of key personnel	Hard copy
Governing Body – names of the governors and details of the basis of their appointment and how to contact	Website and / or hard copy
School session times, term dates and holidays	Website and / or hard copy
Location and contact information – address, telephone number, email address and website	Website and / or hard copy
Public examination results (and link to the data on the Department for Education's website)	Website and / or hard copy

### **WHAT WE SPEND AND HOW WE SPEND IT**

**(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)** This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).

<b>Information to be published</b>	<b>How the information can be obtained</b>
Annual budget plan and financial statements	Hard copy
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy
Additional funding	Hard copy
Pupil Premium	Website and / or hard copy
16-19 Bursary	Website and / or hard copy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy
Staffing and grading structure	Hard copy
Pay policy - procedures regarding teachers' pay.	Hard copy
Governors' allowances – Details of allowances and expenses that have been claimed or incurred.	Hard copy

## WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

### (Strategies and plans, performance indicators, audits, inspections and reviews)

Current information should be published

Information to be published	How the information can be obtained
Government supplied performance data	Website and / or hard copy
Ofsted Report (summary and full report)	Website and / or hard copy
Section 48 SIAS Report	Website and / or hard copy
Aims of the School	Website and / or hard copy
Directors' Report	Website and / or hard copy
Safeguarding and Child Protection Policies and Procedures	Website and / or hard copy
Performance management procedures	Hard copy
School's future plans	Hard copy

## HOW WE MAKE DECISIONS

(Decision making processes and records of decisions) Current and previous three years as a minimum

Information to be published	How the information can be obtained
Admissions Policy – arrangements and procedures and right of appeal	Website and / or hard copy
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard copy

## OUR POLICIES AND PROCEDURES

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

Information to be published	How the information can be obtained
Charging and Remissions Policy	Website and / or hard copy
Health and Safety policy and risk assessments	Website and / or hard copy
Complaints Procedure	Website and / or hard copy
Employment Policies – discipline and grievance policy, pay policy, performance management policy, capability procedures, redundancy procedures, staff sickness absence policy.	Hard copy
Acceptable Use Policy	Website and / or hard copy
Home-School Agreement	Website and / or hard copy
Sex Education Policy	Website and / or hard copy
Curriculum information	Hard copy
Special Educational Needs and Disabilities Policy	Website and / or hard copy
Accessibility Plan	Website and / or hard copy
Behaviour Code of Conduct (including anti-bullying and drugs policies)	Website and / or hard copy
Equality Plan and Objectives	Website and / or hard copy
Collective Worship and Religious Education Policy	Website and / or hard copy
Work Related Learning and Careers Education Advice Policy	Website and / or hard copy
Staff Vacancies	Website and / or hard copy

Final: Approved by governors on 24 March 2015

Ant-Bribery Policy	Hard copy
Whistleblowing Statement	Hard copy
Freedom of Information publication scheme	Website and / or hard copy
Data Protection Policy	Website and / or hard copy
Records Management Procedures	Hard copy
Assessment for Learning Policy	Website and / or hard copy
Attendance Policy	Website and / or hard copy
Policy on the Use of Force to Control or Restrain Pupils	Website and / or hard copy
Academically More Able and Talented Policy	Website and / or hard copy
School Visits Policy and Procedures	Hard copy
Major Incident Policy and Procedures	Hard copy
Counselling Policy	Website and / or hard copy
Matriculation Requirements for Sixth Form	Website and / or hard copy
Parental Agreement for School to Administer Medicine	Website and / or hard copy
Policy for Pupils with Medical Needs	Website and / or hard copy
Pupil Privacy Notice	Website and / or hard copy
Safeguarding and Child Protection Policy and Procedures	Website and / or hard copy
Sixth Form Contract	Website and / or hard copy
Lettings Policy and Procedures	Hard copy

### LISTS AND REGISTERS

Currently maintained lists and registers only and some information may only be available for inspection) This does not include personnel or student registers or the attendance register.

<b>Information to be published</b>	<b>How the information can be obtained</b>
Disclosure log	Hard copy
Asset Register (excluding information properly regarded as protected from disclosure)	Hard copy
Register of Governors' Business and Pecuniary Interests	Website and / or hard copy
Any information the School is currently legally required to hold in publicly available registers	Hard copy

### THE SERVICES WE OFFER

**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)** Current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>
Sixth Form Brochure	Website and / or Hard copy
Key Stage 4 Options Booklet	Website and / or Hard copy
Details of Extra-Curricular and Co-Curricular Activities	Website and / or hard copy
Omnibus	Website and / or Hard copy
The Wilsonian	Hard copy
Weekly Update	Website and / or hard copy
Leaflets, booklets and newsletters	Website and / or hard copy