

Freedom of Information



The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

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Guide to information available from WYNDHAM PARK NURSERY 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) This will be current information only	Prospectus/website/hard copy	FOC or copying cost. Postage if applicable.
Who's who in the school	Prospectus/ website/hard copy	FOC or copying cost. Postage if applicable.
Who's who on the governing body and the basis of their appointment	Prospectus/website/hard copy	FOC or copying cost. Postage if applicable.
Instrument of Government	From school office	Copying cost and postage if applicable.
Contact details for the Head teacher and for the governing body via the school (named contacts where possible)	Prospectus/website/school office	FOC or copying cost. Postage if applicable.
School prospectus	Website/school office	FOC or copying cost. Postage if applicable.
Staffing structure	Prospectus/website/office	FOC or copying cost. Postage if applicable.
School session times and term dates	Prospectus/website/office	FOC or copying cost. Postage if applicable.

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Address of school and contact details, including email address	Prospectus/website/office	FOC or copying cost. Postage if applicable.
<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 two financial year as a minimum should be available</p>	Senior Administrator/Head teacher/ School Office/DfE benchmarking website	FOC or copying cost. Postage if applicable.
Annual budget plan and financial statements	Senior Administrator/Head teacher/Clerk to Governors	Copying cost. Postage if applicable.
Capital funding	Senior Administrator/Head teacher/benchmarking website	FOC or copying cost. Postage if applicable.
Financial audit reports	Senior Administrator/Head teacher/ Schools' Finance Team	Copying cost. Postage if applicable.
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Senior Administrator/Head teacher	Copying cost. Postage if applicable.
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)	Senior Administrator/Head teacher	Copying cost. Postage if applicable.
Pay Policy	Senior Administrator/Head teacher	Copying cost. Postage if applicable.
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	Senior Administrator/Head teacher/Schools' Payroll Team	Copying cost. Postage if applicable.
Staffing, pay and grading structure. As a minimum the pay information should include	Senior Administrator/Head	Copying cost.

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salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	teacher/Schools' Payroll Team	Postage if applicable.
Governors' allowances that can be incurred or claimed and a record of total payments made to individual Governors.	Senior Administrator/Head teacher	Copying cost. Postage if applicable.
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Prospectus/website/SIP/SEF/ parent surveys/Ofsted report/School Office	FOC or copying cost. Postage if applicable.
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report • Post-inspection action plan 	Prospectus/website/School Office/benchmarking website/Ofsted website/Ofsted report/Head teacher	FOC or copying cost. Postage if applicable.
Performance management policy and procedures adopted by the governing body.	Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.
Performance data or a direct link to it	Head teacher/Senior Teacher	FOC or copying cost. Postage if applicable.
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Head teacher/SIP/SEF	FOC or copying cost. Postage if applicable.
Safeguarding and Child Protection	Website/Head teacher (DSL)/Senior Teacher/SENDCO	FOC or copying cost. Postage if applicable.
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Governors minutes in office/on computer or loft. Head teacher/Clerk to Governors	FOC or copying cost. Postage if applicable.

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Admissions policy/decisions (not individual admission decisions) – where applicable	Prospectus/website/LCC	FOC or copying cost. Postage if applicable.
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).	Website/School Office/Head teacher/Clerk to Governors/loft	FOC or copying cost. Postage if applicable.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Website/School Office/Clerk to Governors/loft	FOC or copying cost. Postage if applicable.
<p>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 government. These will include policies and procedures for handling information requests.</p>	School Office or website	FOC or copying cost. Postage if applicable.
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> ○ Information security policies ○ Records retention, destruction and archive policies ○ Data protection (including information sharing policies) 	School Office or website	FOC or copying cost. Postage if applicable.
<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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (refer to the ICO document ‘How to complete the Guide to information’).</p>	School Office or website.	<p>FOC or copying cost. Postage if applicable.</p> <p>Fee for datasets to be agreed at time of request.</p>

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	<p>School Office</p>	<p>Copying cost. Postage if applicable.</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Website/Teachers’ minutes/ Governors’ minutes</p>	<p>FOC or copying cost. Postage if applicable.</p>
<p>Disclosure logs</p>	<p>School Office</p>	<p>Copying cost. Postage if applicable.</p>
<p>Asset register</p>	<p>School Office</p>	<p>Copying cost. Postage if applicable.</p>
<p>Any information the school is currently legally required to hold in publicly available registers.</p>	<p>School Office</p>	<p>Copying cost. Postage if applicable.</p>
<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>Reception area/school office/website</p>	<p>FOC</p>
<p>Lunch Club and After School Club (from September 2017 – Breakfast Club)</p>	<p>School Office/website</p>	<p>FOC</p>
<p>SCITT</p>	<p>Website/UCAS</p>	<p>FOC</p>
<p>Training courses</p>	<p>School Office/website</p>	<p>FOC</p>
<p>Services for which the school is entitled to recover a fee, together with those fees (lettings as per LCC charges)</p>	<p>School Office/website</p>	<p>FOC</p>
<p>School publications, leaflets, booklets and newsletters</p>	<p>Reception Area/School Office/website</p>	<p>FOC</p>
<p>Additional Information This will provide schools with the opportunity to publish information that is not</p>		

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itemised in the lists above		

Contact details:

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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 @ 5p per sheet (black & white)	Actual cost 0.0035p
	Photocopying/printing @ 5p per sheet (colour)	Actual cost 0.0320p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority