

Policy Ref:
Business/Governance
#009



Freedom of Information Publication

Statutory?	No
Date Approved	January 2026
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Important Policy Note

Please note that, as The Paddocks Nursery & Pre-School is managed by Wiveliscombe Primary School under the same Local Authority processes, where the term "school" appears in the below policy it can be substituted for the term "nursery".

INTRODUCTION

Below is a guide to information available from Wiveliscombe Primary 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	School website	£0
Who's who in the school / Staffing structure	School website	£0
Who's who on the governing body and the basis of their appointment	School website	£0
Instrument of Government	Hard Copy	10p Sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website	£0
School prospectus	School website	£0
Annual Report	School website	£0
School session times and term dates	School Prospectus	£0
Class 2 – What we spend & how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	School website	£0
Annual budget plan and financial statements	School Office	10p Sheet
Capitalised funding	School Office	10p Sheet
Additional funding	School Office	10p Sheet
Procurement and projects	School Office	10p Sheet
Pay policy	School Office	10p Sheet
Staffing and grading structure	School Office	10p Sheet
Governors' allowances	School Office	10p Sheet
Class 3 – What our priorities are and how we are doing External SIP Review	School website	£0
School profile - Government supplied performance data - The latest Ofsted report	Raise Online Available from the Ofsted site or School Website	£0

Performance management policy and procedures adopted by the governing body.	School Office	10p Sheet
Schools future plans	School Office	10p Sheet
Every Child Matters – policies and procedures	School Office	10p Sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	School Office	
Admissions policy/decisions (not individual admission decisions)	Local Authority	10p sheet
Agendas of meetings of the governing body and (if held) its sub-committees	School Office	10p sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	School Office	10p sheet
Class 5 – Our policies and Procedures Current written protocols, policies and procedures for delivering our services and responsibilities)	School Office or some are on the website	
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	School Office or some are on the website	10p sheet
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Equal Opportunities • Careers Education • Behaviour Policy	School Office or some are on the website	10p sheet
Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including information sharing policies)	School Office	10p sheet
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should	School Office or Website	10p sheet £0

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.		
Class 6 – Lists and registers Currently maintained lists and registers only	(School Office; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School Office	10p sheet
Asset register	School Office	10p sheet
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School Office	10p sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(School Office; some information may only be available by inspection)	
Extra-curricular activities	School Newsletter (Website)	£0
Out of school clubs	School Newsletter (Website)	£0
School publications	School Newsletter (Website)	£0
Services for which the school is entitled to recover a fee, together with those fees	School Office	10p sheet
Leaflets books and newsletters	School Website	£0
Additional information This will provide schools with the opportunity to publish information that is not itemised in the lists above	School Website	£0

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 @ 10p per sheet (black & white)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 ND Class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)