



# Freedom of Information



## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hardcopy or website)	
Who's who in the school	<b>Hardcopy:</b> On Request from the School Office	Free
Who's who on the governing body and the basis of their appointment	<b>Hardcopy:</b> On request from the Chair of Governors	Free
Instrument of Government	<b>Hardcopy:</b> On request from the Chair of Governors	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a> <b>Hardcopy:</b> On Request from the School Office	Free Free

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
School prospectus	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a> <b>Hardcopy:</b> On request from the School Office	Free Free
Annual Report on Standards	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a> <b>Hardcopy:</b> On request from the School Office	Free Free
Staffing structure	<b>Hardcopy:</b> On Request from the School Office	Free
School session times and term dates	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a> <b>Hardcopy:</b> On Request from the School Office (School Brochure)	Free Free

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 2 – What we spend and how we spend it</b>            (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>	(Hardcopy or website)	
Annual budget plan and financial statements	<b>Hardcopy:</b> On Request from the Headteacher	Free
Capitalised funding	<b>Hardcopy:</b> On Request from the Headteacher	Free
Additional funding	<b>Hardcopy:</b> On Request from the Headteacher	Free
Pupil Premium	<b>Website:</b> <a href="http://www.wytonprimaryschool.org.uk">www.wytonprimaryschool.org.uk</a>  <b>Hardcopy:</b> On Request from the School Office	Free
Procurement and projects	<b>Hardcopy:</b> On Request from the Headteacher	Free

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Pay Policy	<b>Hardcopy:</b> On Request from the School Office	Free
Staffing and grading structure	<b>Hardcopy:</b> On Request from the Headteacher	Free
Governors' allowances	<b>Hardcopy:</b> On Request from the Headteacher or Chair of Governors	Free
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(Hardcopy or website)	

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
School profile (including Government supplied performance data)	<b>Website:</b> <a href="http://schoolsfinder.direct.gov.uk/8732240/school-profile/">http://schoolsfinder.direct.gov.uk/8732240/school-profile/</a> <b>Hardcopy:</b> School Office	Free  Free
The latest Ofsted report - Summary - Full report	<b>Website:</b> www.wytonprimaryschool.org.uk  <b>Hardcopy:</b> On Request from the School Office	Free  Free
Equalities objectives	<b>Website:</b> www.wytonprimaryschool.org.uk  <b>Hardcopy:</b> On Request from the School Office	Free
Performance management policy and procedures adopted by the governing body.	<b>Hardcopy:</b> On Request from the Headteacher	Free
Schools future plans	<b>Hardcopy:</b> On Request from the Headteacher	Free

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Every Child Matters – policies and procedures	<b>Hardcopy:</b> On Request from the Headteacher	Free

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(Hardcopy or website)	
Admissions policy/decisions (not individual admission decisions)	Contact Cambridgeshire County Council Admissions Team 01223 699200 / 01223 699662 <a href="mailto:admissions@cambridgeshire.gov.uk">admissions@cambridgeshire.gov.uk</a>	
Agendas of meetings of the governing body and (if held) its sub-committees	<b>Inspection Only:</b> On request from the Headteacher or Chair of Governors	Free

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meetings.	<b>Inspection Only:</b> On request from the Headteacher or Chair of Governors	Free
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(Hardcopy or website)	
Current policies	<p><b>Hardcopy:</b> On Request from the School Office</p> <p><b>Website</b></p>	Free
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(Hardcopy or website; some information may only be available by inspection)	

## Freedom of Information

### Guide to information available from Wyton on the Hill Primary School under the model publication scheme

Curriculum circulars and statutory instruments	<b>Hardcopy:</b> On Request from the School Office	Free
Disclosure logs	<b>Inspection Only:</b> On request from the Headteacher	Free
Asset register	<b>Inspection Only:</b> On request from the School Office	Free
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	<b>Inspection Only:</b> On request from the Headteacher	Free

<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(Hardcopy or website; some information may only be available by inspection)	
Extra-curricular activities	<b>Hardcopy:</b> On Request from the School Office	Free
Out of school clubs	<b>Hardcopy:</b> On Request from the School Office	Free



# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

School publications	<b>Hardcopy:</b> On Request from the School Office	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>Hardcopy:</b> On Request from the School Office	Free
Leaflets books and newsletters	<b>Hardcopy:</b> On Request from the School Office	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

# Freedom of Information

## Guide to information available from Wyton on the Hill Primary School under the model publication scheme

### Contact details:

#### Wyton on the Hill Community Primary School

Cambridge Square, Wyton on the Hill,  
Huntingdon, Cambridgeshire, PE28 2JB.  
Telephone: 01480 452032

[office@wyton.cambs.sch.uk](mailto:office@wyton.cambs.sch.uk)