

Guide to Information

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.westfieldprimary.co.uk/accountability/privacy-notice	Not applicable
Headteacher's contact details.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/	Not applicable
Who's who in the school or Trust.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/school/our-staff	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.westfieldprimary.co.uk/school/governance	Not applicable
Diversity data for the governing board.	DfE	Published on the school website: https://www.westfieldprimary.co.uk/school/governance	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
Instrument of Government/ Articles of Association.	ICO & DfE	Published on the school website: https://www.westfieldprimary.co.uk/school/governance	Not applicable
Prospectus.	ICO	Published on the school website: All school details are on the website. We do not have a prospectus	Not applicable
School session times and term dates.	ICO & DfE	Published on the school website: https://www.westfieldprimary.co.uk/school/about-our-school	Not applicable
School curriculum.	ICO & DfE	Published on the school website: https://www.westfieldprimary.co.uk/curriculum	Not applicable

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.
Capital funding.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



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
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.
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.



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
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: https://www.westfieldprimary.co.uk/accountability/additional-funding	Not applicable

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	Published on the school website:	Not applicable
Latest reports from regulators (Ofsted /Estyn / Education and Training Inspectorate)	ICO & DfE	Published on the school website: https://www.westfieldprimary.co.uk/accountability/ofsted-report	Not applicable
Test, exam, and assessment results.	ICO & DfE	Published on the school website: https://www.westfieldprimary.co.uk/accountability/key-stage-two-results	Not applicable
Performance tables.	ICO & DfE	Published on the school/Trust website: https://www.westfieldprimary.co.uk/accountability/performance-tables	Not applicable



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
Remote education.	DfE	Published on the school website: https://www.westfieldprimary.co.uk/classes/remote-learning-key-information	Not applicable
The school future plans e.g., proposals for and any consultation on the future of the school/Academy, such as a change in status (if applicable).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
School profile and performance data supplied to the Government.	ICO & DfE	Published on the school website: https://www.westfieldprimary.co.uk/accountability/performance-tables	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.westfieldprimary.co.uk/parents/admission-information 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

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.westfieldprimary.co.uk/accountability/school-policies	Not applicable
Safeguarding and child protection, including protecting children's personal data.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/safeguarding/safeguarding-child-protection-statement	Not applicable



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
Equality and diversity including the public sector equality duty.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/accountability/school-policies	Not applicable
Policies and procedures relating to recruitment and human resources.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Special educational needs.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/parents/send	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.westfieldprimary.co.uk/parents/school-complaints-procedure	Not applicable
Pay policy.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Records management (information security policies, records retention, destruction and archive policies).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
Data protection (including information sharing and CCTV usage policies).	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.



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
Charging regimes and policies.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/accountability/school-policies	Not applicable
Careers programme information.	ICO	N/A	Not applicable

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	Not applicable
Disclosure logs, i.e., information provided in response to FOI/EIR requests.	ICO	Hard copy available on request. Please contact the school office.	Yes – see cost table.
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.



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	Published on the school website: https://www.westfieldprimary.co.uk/curriculum/extra-curricular-offer	Not applicable
Out of school clubs.	ICO	Published on the school website: https://www.westfieldprimary.co.uk/curriculum/extra-curricular-offer	Not applicable
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: https://www.westfieldprimary.co.uk/parents/letters-parents-carers	Not applicable
Additional Information			
Any information that is not itemised in the lists above.	Not applicable	Not applicable	Not applicable



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 @ 10p per sheet (colour)	Actual cost incurred
	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:

Westfield Primary Community School

Askham Lane

York

YO24 3HP

[01904 555295](tel:01904555295)

