



Freedom of Information Publication Scheme



Reviewed: August 2024

Responsible Committee	Audit & Risk
Linked Policies	Data Protection Policy
Next Review	August 2026
Target Audience	All Stakeholders
Dissemination	Trust Policies Shared Drive Trust Website.

Version	Section	Updates	Date	Author
1.0		Initial document	September 2020	Data Protection Officer & Trust IT Lead
1.1		Reworded to UK GDPR	October 2021	Data Protection Officer & Trust IT Lead
1.2		Added Bramley Grange	November 2023	Data Protection Officer & Trust IT Lead
1.3		Amended list of Data Protection Policies	August 2024	Data Protection Officer & Trust IT Lead

Freedom of Information Publication Scheme

Guide to information

White Woods primary Academy Trust has produced a Publication Scheme of Information that is available under the **Freedom of Information Act (FOIA) 2000**, conforming to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has the responsibility to ensure that all academies comply with the ACT.

Under the Freedom of Information Act 2000 (FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained sector schools and from 1 January 2011, academies.

Schools/Academies are expected to make the information outlined below available unless one of the following conditions applies:

- They do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website (such information may have been provided either by the school or on its behalf); in such cases, the school must provide a direct link to that information
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

If this information is only held by another public authority, the school should provide details of where to obtain it.

As a minimum, the ICO expects schools to make available information that is required by statute, by the DfE or by a funding agreement.

Trust and School Website Addresses:

White Woods Primary Academy Trust	https://whitewoodsprimaryacademytrust.co.uk
Anston Brook Primary School	https://anstonbrook.co.uk
Anston Park Infant School	https://anstonparkinfant.co.uk/
Bramley Grange Primary School	https://www.bramleygrangeprimaryschool.co.uk
Brinsworth Manor Junior School	http://bmaj.rotherham.sch.uk/
Canklow Woods Primary School	http://www.canklowwoods.rotherham.sch.uk/
Dinnington Community Primary School	https://www.dcpschool.co.uk
Kilnhurst Primary School	https://kilnhurstprimary.org
Swinton Fitzwilliam Primary School	https://swinton-fitzwilliam.org
Swinton Queen Primary School	https://swintonqueenprimary.org.uk
Wentworth CofE Primary School	https://wentworthcofe.co.uk
Whiston J&I School	http://www.whistonjunior-infant.co.uk/
Whiston Worrygoose Primary School	https://whistonworrygoose.com
Wickersley Northfield Primary School	https://wickersleynorthfieldprimary.com
Woodsetts Primary School	https://woodsettsprimary.co.uk

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website (Some information may only be available by inspection)	£
Who's who in the Trust/school	Website	Free
Who's who on the Trust Board/Local Governing Body, and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the Headteacher	Website	Free
Contact details for the Trust Board/Local Governing Body.	Website	Free
The Trust/school prospectus	Website	Free
The Trust/school's staffing structure	Website	Free
School session times and term dates	Website	Free
The Trust/school's address	Website	Free
The Trust/school's contact details	Website	Free

The Trust/school's email address	Website	Free
The Trust/ schools website address	Please see above	
The names of key personnel	Website	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website (Some information may only be available by inspection)	£
Annual budget plan and financial statements	Hard copy	See charges
Capital funding	Hard copy	See charge
Financial audit reports	Website	Free
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard copy	See charge
Procurement and contracts the Trust/ school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the Trust/school's behalf.	Hard copy	See charge
The pay policy	Website	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories [This includes members of the SLT or equivalent whose basic actual salary is at least £60,000 per annum.]	Hard copy	See charges
The staffing, pay and grading structure [As a minimum, the pay information should include salaries for senior staff – members of the SLT or equivalent – in bands of £10,000, and more junior roles by salary range.]	Hard copy	See charges
Directors/Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	See charges
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website (Some information may only be available by inspection)	£
The school profile	School website	Free
Performance data supplied to the government	School website	Free

The latest Ofsted summary	School website	Free
The latest Ofsted full report	School website	Free
The latest post-inspection action plan	Hard Copy	See charges
The performance management policy and procedures	Hard Copy	See charges
The latest performance data	School website	Free
The school's future plans [For example, proposals for major changes for the school such as a change in status.]	Hard Copy	See charges
Safeguarding and child protection policies and procedures	School website	Free
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website (Some information may only be available by inspection)	£
Admissions policy	Website	Free
Information pertaining to admissions decisions [Not individual admission decisions.]	Website	Free
The governing board and its committees' agendas and meeting minutes [This excludes information that is regarded as private to the meetings.]	Hard Copy	See charges
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website (Some information may only be available by inspection)	£
Charging and remissions policy	Website	Free
School behaviour policy	Website	Free
Sex education policy	Hard Copy	Free
Special educational needs (SEN) – SEN information report	Website	Free
Data Protection Policy	Website	Free
Health and safety policy		Free

	Website	
Admissions arrangements	Website	Free
Accessibility plan	Hard Copy	Free
School Central record of recruitment and vetting checks	Hard Copy	See charges
Complaints procedure	Website	Free
Governing board and committee meeting minutes, and papers considered at meetings This excludes information that is regarded as private to the meetings.]	Hard Copy	See charges
Premises management documents	Hard Copy	See charges
Equal Opportunities Policy	Website	Free
Register of pupils' admission to school	Hard Copy	See charges
Register of pupils' attendance	Hard Copy	See charges
Staff discipline, conduct and grievance	Hard Copy	See charges
Safeguarding policy (including child protection and procedures)	Website	Free
Safer Recruitment policy	Hard Copy	Free
Early years foundation stage (EYFS) policy and procedures	Hard Copy	Free
Statement of procedures for dealing with allegations of abuse against staff	Hard Copy	Free
Supporting pupils with medical conditions policy	Hard Copy	Free
Records management , data policies and procedures held in addition to the data protection policy and FOI procedures, including: Information Security Policy Records Management Policy Photography & Videos at School Policy Privacy Notices ICT Acceptable Use Policies	Hard Copy	Free
Class 6: Lists and registers		
Our currently maintained lists and registers – this does	Hard copy or website (Some	£

not include our attendance registers	information may only be available by inspection)	
Curriculum overviews	School Website	Free
Asset register	Hard Copy	See charges
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	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	School Website or Hard Copy	Free
Out of school clubs	School Website or Hard Copy	Free
School publications, leaflets, guidance booklets and newsletters	School Website or Hard Copy	Free

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement Cost	Photocopying/printing at 4p a sheet (Black and White)	Actual cost
	Photocopying/printing at 15p a sheet (Colour)	Actual cost
	Other items e.g. some printed publications	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class.
Statutory Fee		In accordance with the relevant legislation