



Winterbourne Junior Girls' School

Guide to Information Available

Information	How the information can be obtained	Cost
Class 1 - Who we are and what we do (organisational information, structures and contacts)		
Who's who in the school	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Who's who on the governing body/board of governors and the basis of their appointment	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Instrument of Government/Articles of Association	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Contact details for the Head teacher and for the governing body, via the school	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
School prospectus	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Staffing structure	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
School session times and term dates	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Address of school and contact details, including email address	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side



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Class 2 – What we spend and how we spend it (financial information on projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy: Available upon request from school	2p per A4 side
Capital funding	Hard copy: Available upon request from school	2p per A4 side
Financial audit reports	Website: https://www.croydon.gov.uk/democracy/budgets/internal-audit-reports/schools Hard copy: Available upon request from school	Free 2p per A4 side
Details of expenditure items over £2,000	Hard copy: Available upon request from school	2p per A4 side
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)	Hard copy: Available upon request from school	2p per A4 side
Pay policy	Hard copy: Available upon request from school	2p per A4 side
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	Hard copy: Available upon request from school	2p per A4 side
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range	Hard copy: Available upon request from school	2p per A4 side
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: Available upon request from school	2p per A4 side



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Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
<ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted report • Post-inspection action plan 	Websites: http://winterbournegirlsschool.co.uk/ https://www.compare-school-performance.service.gov.uk/school/101745/winterbourne-junior-girls'-school/primary https://reports.ofsted.gov.uk/provider/21/101745 Hard copy: Available upon request from school	Free 2p per A4 side
Performance management policy and procedures adopted by the governing body	Hard copy: Available upon request from school	2p per A4 side
Performance data or a direct link to it	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: Available upon request from school	2p per A4 side
Safeguarding and child protection	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Class 4 – How we make decisions (decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions)	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
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)	Hard copy: Available upon request from school	2p per A4 side



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Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Charging regimes and policies	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Class 6 – Lists and Registers (excluding attendance register)		
Curriculum circulars and statutory instruments	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Disclosure logs	Inspection only; contact school	Free
Asset register	Inspection only; contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only; contact school	Free
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Out of school clubs	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side
Services for which the school is entitled to recover a fee, together with those fees	Website: http://winterbournegirlsschool.co.uk/	Free



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	Hard copy: Available upon request from school	2p per A4 side
School publications, leaflets, books and newsletters	Website: http://winterbournegirlsschool.co.uk/ Hard copy: Available upon request from school	Free 2p per A4 side

Schedule of Charges

Type	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Current cost at time of request for Royal Mail standard 2 nd class/large letter 2 nd class/parcel 2 nd class
Statutory Fee		Not applicable