

## Freedom of Information

### Guide to information available from Dunton and Wrestlingworth CofE VC Lower Schools Federation under the model publication scheme (updated April 2021)

Reviewed March 2021

FGB Approval 16.03.21

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b> <b>(a hard copy will be supplied if applicant doesn't have access to email)</b>	<b>Cost</b>
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## Freedom of Information

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<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>	<p>(Emailed copy or website)</p>	
<p>Who's who in the school</p>	<p>Website  <a href="https://www.duntonwrestlingworthschool.com/home/wrestlingworth-vc-lower-school/wrestlingworth-staff/">https://www.duntonwrestlingworthschool.com/home/wrestlingworth-vc-lower-school/wrestlingworth-staff/</a>   <a href="https://www.duntonwrestlingworthschool.com/home/dunt">https://www.duntonwrestlingworthschool.com/home/dunt</a></p>	<p>Free</p>

## Freedom of Information

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	<p><a href="#">on-vc-lower-school/dunton-staff/</a> Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a></p> <p><b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a></p>	Free
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Who's who on the governing body / board of governors and the basis of their appointment	Website <a href="https://www.duntonwrestlingworthschool.com/governors/who-are-our-governors/">https://www.duntonwrestlingworthschool.com/governors/who-are-our-governors/</a>	Free
	Emailed copy Contact Clerk to the Governing Body clerk@duntonwrestlingworth.co.uk	Free
Instrument of Government / Articles of Association	Website <a href="https://www.duntonwrestlingworthschool.com/governors/governing-body-structure/">https://www.duntonwrestlingworthschool.com/governors/governing-body-structure/</a>	Free
	Emailed copy	Free

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	Contact Clerk to the Governing Body clerk@duntonwrestlingworth.co.uk	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Headteacher Mrs Nancy Sheehan 01767 312154 office@duntonschool.co.uk 01767631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a>  Chair of Governors Mrs Abigail Chipperfield	Free

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	a.chipperfield@duntonwrestlingworth.co.uk	
School prospectus	Currently being updated	
Annual Report (if any)		
Staffing structure	Website <a href="https://www.duntonwrestlingworthschool.com/home/wrestlingworth-vc-lower-school/wrestlingworth-staff/">https://www.duntonwrestlingworthschool.com/home/wrestlingworth-vc-lower-school/wrestlingworth-staff/</a> <a href="https://www.duntonwrestlingworthschool.com/home/dunt">https://www.duntonwrestlingworthschool.com/home/dunt</a>	Free

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	<p><a href="#">on-vc-lower-school/dunton-staff/</a> Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a></p> <p><b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a></p>	Free
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	<p><b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 office@wrestlingworthschool.co.uk</p>	
Address of school and contact details, including email address.	<p>Website  <a href="https://www.duntonwrestlingworthschool.com/home/wrestlingworth-vc-lower-school/">https://www.duntonwrestlingworthschool.com/home/wrestlingworth-vc-lower-school/</a>   <a href="https://www.duntonwrestlingworthschool.com/home/dunton-vc-lower-school/">https://www.duntonwrestlingworthschool.com/home/dunton-vc-lower-school/</a></p> <p>Emailed copy</p>	<p>Free</p> <p>Free</p>

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	Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a> <b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 office@wrestlingworthschool.co.uk	
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## Freedom of Information

### Guide to information available from Dunton and Wrestlingworth CofE VC Lower Schools Federation under the model publication scheme (updated April 2021)

<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>	<p>(Emailed copy or website)</p>	
<p>Annual budget plan and financial statements</p>	<p>Emailed copy          Contact School Bursar          Mrs C. Cloke  <a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a>  <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a></p>	<p>Free</p>
<p>Capital funding</p>	<p>Emailed copy          Contact School Bursar</p>	<p>Free</p>

## Freedom of Information

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	Mrs C. Cloke <a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a> <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a>	
Financial audit reports	Emailed copy Contact School Bursar Mrs C. Cloke <a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a> <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a>	Free

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<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Emailed copy Contact School Bursar Mrs C. Cloke <a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a> <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a></p>	<p>Free</p>
<p>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 or diocese).</p>	<p>Emailed copy Contact School Bursar Mrs C. Cloke <a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a> <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a></p>	<p>Free</p>

## Freedom of Information

### Guide to information available from Dunton and Wrestlingworth CofE VC Lower Schools Federation under the model publication scheme (updated April 2021)

Pay policy	<p>Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a></p> <p><b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a></p>	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership	<p>Emailed copy Contact School Bursar Mrs C. Cloke</p>	Free

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<p>Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p>	<p><a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a>  <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a></p>	
<p>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.</p>	<p>In pay policy  Emailed copy  Contact School Secretary  <b>Dunton – Mrs A. Harrison</b>  01767 312154  <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a>  <b>Wrestlingworth – Mrs S. Perry</b></p>	<p>Free</p>

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	01767 631249 office@wrestlingworthschool.co.uk	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Emailed copy Contact School Bursar Mrs C. Cloke <a href="mailto:finance@wrestlingworthschool.co.uk">finance@wrestlingworthschool.co.uk</a> <a href="mailto:finance@duntonschool.co.uk">finance@duntonschool.co.uk</a>	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(Emailed copy or website)	



## Freedom of Information

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Current information as a minimum		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website</p> <p><a href="https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/school-performance/">https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/school-performance/</a></p> <p><a href="https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/ofsted/">https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/ofsted/</a></p>	Free

## Freedom of Information

### Guide to information available from Dunton and Wrestlingworth CofE VC Lower Schools Federation under the model publication scheme (updated April 2021)

Performance management policy and procedures adopted by the governing body.	Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a> <b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a>	Free
Performance data or a direct link to it	Website	Free

## Freedom of Information

### Guide to information available from Dunton and Wrestlingworth CofE VC Lower Schools Federation under the model publication scheme (updated April 2021)

	<a href="https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/school-performance/">https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/school-performance/</a>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Central Bedfordshire Council website <a href="https://www.centralbedfordshire.gov.uk/info/3/schools_and_education/527/schools_for_the_future/4">https://www.centralbedfordshire.gov.uk/info/3/schools_and_education/527/schools_for_the_future/4</a>	Free
Safeguarding and child protection	Website <a href="https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/safeguarding/">https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/safeguarding/</a> Emailed copy of policy	Free

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	Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a> <b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a>	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(Emailed copy or website)	

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Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website <a href="https://www.duntonwrestlingworthschool.com/parents/admissions/">https://www.duntonwrestlingworthschool.com/parents/admissions/</a>	Free
	Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a>	Free

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	<b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 office@wrestlingworthschool.co.uk	
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).	Emailed copy Contact Clerk to the Governing Body clerk@duntonwrestlingworth.co.uk	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.	(Emailed copy or website)	

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<p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website  <a href="https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/gdpr/">https://www.duntonwrestlingworthschool.com/home/our-policies-and-documents/gdpr/</a>             Emailed copy</p>	<p>Free</p>

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	Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a> <b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a>	
Charging regimes and policies.  This should include details of any statutory charging regimes.	Emailed copy Contact School Secretary	Free



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<p>Charging policies should 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.</p>	<p><b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a></p> <p><b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a></p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(Emailed copy or website; some information may only be available by inspection)</p>	

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Curriculum circulars and statutory instruments	By inspection	Free
Disclosure logs	By inspection	Free
Asset register	By inspection	Free
Any information the school is currently legally required to hold in publicly available registers	By inspection	Free
<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)  Current information only	(Emailed copy or website; some information may only be available by inspection)	
Extra-curricular activities	Emailed copy	Free

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Out of school clubs	Emailed copy Contact School Secretary	Free

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	<p><b>Dunton – Mrs A. Harrison</b> 01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a></p> <p><b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a></p>	
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b></p>	<p>Free</p>

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	01767 312154 <a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a> <b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a>	
School publications, leaflets, books and newsletters	Emailed copy Contact School Secretary <b>Dunton – Mrs A. Harrison</b> 01767 312154	Free

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	<a href="mailto:office@duntonschool.co.uk">office@duntonschool.co.uk</a> <b>Wrestlingworth – Mrs S. Perry</b> 01767 631249 <a href="mailto:office@wrestlingworthschool.co.uk">office@wrestlingworthschool.co.uk</a>	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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#### **SCHEDULE OF CHARGES**

No charges are currently required

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
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<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		



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\* the actual cost incurred by the public authority