



## West Ashtead Primary School Published Guide to Information

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Staff+%26amp%3B+Governors&amp;pid=124">https://www.west-ashtead.surrey.sch.uk/page/?title=Staff+%26amp%3B+Governors&amp;pid=124</a> <b>Hard Copy:</b> available upon request - contact school	
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Governors&amp;pid=41">https://www.west-ashtead.surrey.sch.uk/page/?title=Governors&amp;pid=41</a> <b>Hard Copy:</b> available upon request - contact school	
Instrument of Government / Articles of Association	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Governors&amp;pid=41">https://www.west-ashtead.surrey.sch.uk/page/?title=Governors&amp;pid=41</a> <b>Hard Copy:</b> available upon request - contact school	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Contact+Us&amp;pid=16">https://www.west-ashtead.surrey.sch.uk/page/?title=Contact+Us&amp;pid=16</a> <b>Hard Copy:</b> available upon request - contact school	



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Staffing structure	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Staff+%26amp%3B+Governors&amp;pid=124">https://www.west-ashtead.surrey.sch.uk/page/?title=Staff+%26amp%3B+Governors&amp;pid=124</a> <b>Hard Copy:</b> available upon request - contact school	
School session times and term dates	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=School+Day&amp;pid=132">https://www.west-ashtead.surrey.sch.uk/page/?title=School+Day&amp;pid=132</a> <b>Hard Copy:</b> available upon request - contact school	
Address of school and contact details, including email address.	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Contact+Us&amp;pid=16">https://www.west-ashtead.surrey.sch.uk/page/?title=Contact+Us&amp;pid=16</a> <b>Hard Copy:</b> available upon request - contact school	
<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) Current and previous financial year as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	<b>Hard Copy:</b> available upon request - contact school	
Capital funding	<b>Hard Copy:</b> available upon request - contact school	
Financial audit reports	<b>Hard Copy:</b> available upon request - contact school	



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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<b>Hard Copy:</b> available upon request - contact school	
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).	<b>Hard Copy:</b> available upon request - contact school	
Pay policy	<b>Hard Copy:</b> available upon request - contact school	
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.	<b>Hard Copy:</b> available upon request - contact school	
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.	<b>Hard Copy:</b> available upon request - contact school	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<b>Hard Copy:</b> available upon request - contact school	



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<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>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
<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> </ul>	<p><b>Website:</b>  <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Ofsted+%26amp%3B+Assessment+Data&amp;pid=119">https://www.west-ashtead.surrey.sch.uk/page/?title=Ofsted+%26amp%3B+Assessment+Data&amp;pid=119</a></p> <p><b>Website:</b>  <a href="https://www.compare-school-performance.service.gov.uk/school/125026/west-ashtead-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/125026/west-ashtead-primary-school/primary</a></p> <p><b>Hard Copy:</b> available upon request - contact school</p>	



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<ul style="list-style-type: none"> <li>Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	<b>Hard Copy:</b> available upon request - contact school	
Performance data or a direct link to it	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Ofsted+%26amp%3B+Assessment+Data&amp;pid=119">https://www.west-ashtead.surrey.sch.uk/page/?title=Ofsted+%26amp%3B+Assessment+Data&amp;pid=119</a> <b>Hard Copy:</b> available upon request - contact school	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<b>Hard Copy:</b> available upon request - contact school	
Safeguarding and child protection	<b>Website:</b> <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Education+al+Welfare+and+Safeguarding&amp;pid=51">https://www.west-ashtead.surrey.sch.uk/page/?title=Education+al+Welfare+and+Safeguarding&amp;pid=51</a> <b>Hard Copy:</b> available upon request - contact school	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	<b>How the information can be obtained</b>	<b>Cost</b>



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<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p><b>Website:</b>  <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Admissions&amp;pid=118">https://www.west-ashtead.surrey.sch.uk/page/?title=Admissions&amp;pid=118</a>  <b>Hard Copy:</b> available upon request - contact school</p>	
<p>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).</p>	<p><b>Hard Copy:</b> available upon request - contact school</p>	
<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>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></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><b>Website:</b>  <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Policies&amp;pid=47">https://www.west-ashtead.surrey.sch.uk/page/?title=Policies&amp;pid=47</a>  <b>Hard Copy:</b> available upon request - contact school</p>	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for</p>	<p><b>Website:</b>  <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Policies&amp;pid=47">https://www.west-ashtead.surrey.sch.uk/page/?title=Policies&amp;pid=47</a>  <b>Hard Copy:</b> available upon request - contact school</p>	



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<p>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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</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><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
<p>Curriculum circulars and statutory instruments</p>	<p><b>Website:</b>  <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Our+Learning&amp;pid=52">https://www.west-ashtead.surrey.sch.uk/page/?title=Our+Learning&amp;pid=52</a></p> <p><b>Hard Copy:</b> available upon request - contact school</p>	
<p>Disclosure logs</p>	<p><b>Inspection Only</b> - contact school</p>	
<p>Asset register</p>	<p><b>Inspection Only</b> - contact school</p>	



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<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p><b>Inspection Only</b> - contact school</p>	
<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>	<p><b>How the information can be obtained</b></p>	<p><b>Cost</b></p>
<p>Extra-curricular activities</p>	<p><b>Website:</b>  <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Clubs%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&amp;pid=86">https://www.west-ashtead.surrey.sch.uk/page/?title=Clubs%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&amp;pid=86</a></p>	





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	Hard Copy: available upon request - contact school	
Out of school clubs	<p>Website: <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Clubs%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&amp;pid=86">https://www.west-ashtead.surrey.sch.uk/page/?title=Clubs%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B%26%238203%3B&amp;pid=86</a></p> <p>Hard Copy: available upon request - contact school</p>	
Services for which the school is entitled to recover a fee, together with those fees	<p>Website: <a href="https://www.west-ashtead.surrey.sch.uk/page/?title=Policies&amp;pid=47">https://www.west-ashtead.surrey.sch.uk/page/?title=Policies&amp;pid=47</a></p> <p>Hard Copy: available upon request - contact school</p>	
School publications, leaflets, books and newsletters	<p>Website: <a href="https://www.west-ashtead.surrey.sch.uk/">https://www.west-ashtead.surrey.sch.uk/</a></p> <p>Hard Copy: available upon request - contact school</p>	

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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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>		

\* the actual cost incurred by the public authority