



Guide to information available from Darrick Wood School

(Amended February 2023)

This guide sets out what information the School will provide under the ICO's model publication scheme. Not all the information listed below will be routinely provided and any request for information would be considered individually and may not be provided if it is not held by the School, is easily available elsewhere or where there is an applicable exemption available.

Information to be published	How the information can be obtained H hard copy available from the School OR W available on the School's website	Cost/Charge A = the actual cost incurred by the School plus a statutory fee if applicable
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who in the School	H	A
Who's who on the Governing Body and the basis of their appointment	W - Governance and Funding (darrickwood.co.uk)	Free
Instrument of Government / Articles of Association	W - Governance and Funding (darrickwood.co.uk)	Free
Contact details for the Head Teacher and for the Governing Body (Board of Trustees)	W - Governance and Funding (darrickwood.co.uk)	Free
School values/ethos	W - darrickwood.co.uk	Free
School staffing structure	H	A
School session times and term dates	W - School Calendar (darrickwood.co.uk)	Free
Address of school and contact details, including email address	W - Contact (darrickwood.co.uk)	Free



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<p>Section 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
<p>Annual budget plan including details of income provided to the School and where this is from (i.e. central or local government, fundraising or private sector)</p>	H	A
<p>Information on major capital spend</p>	H	A
<p>Financial audit reports/Annual accounts</p>	W - Governance and Funding (darrickwood.co.uk)	Free
<p>Details of expenditure items over £5000, including costs and supplier – published at least annually.</p>	H	A
<p>Details of procedures used for the purchase of goods and services and details of contracts that have gone through a tendering process.</p>	H	A
<p>Salaries Policy</p>	H	A
<p>Staff allowances and expenses – i.e. travel, subsistence and accommodation - 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.</p>	H	A
<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>	H	A
<p>Governors’ allowances that can be incurred or claimed, and a record of total payments made.</p>	H	A
<p>Section 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		



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Current information as a minimum		
The latest Ofsted inspection report	W - https://files.api.ofsted.gov.uk/v1/file/50054719	Free
School Development Plan	H	A
Performance management policy and procedures adopted by the Governing Body.	H	A
Performance data or a direct link to it.	DfE's Performance Tables website - https://www.compare-school-performance.service.gov.uk/school/136355/darrick-wood-school/secondary	Free
The School's plans; for example, proposals for and any consultation on the future of the school, such as a change in status.	Website when applicable	Free
Safeguarding and child protection policy/procedures.	W - Policies (darrickwood.co.uk)	Free
Section 4 – How we make decisions Current and previous three years as a minimum.		
Admissions policy/procedures and any right to appeal	W - Policies (darrickwood.co.uk)	Free/A
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).	H	A
Any conflicts register for the Governing Body that sets out what conflicts have been declared.	W - Governance and Funding (darrickwood.co.uk)	Free
Section 5 – Our policies and procedures Current information only. As a minimum these must include policies, procedures and documents that the School is required to have by statute or by its funding agreement.		
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) 	W - Policies (darrickwood.co.uk)	Free



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Charging regimes and policies for datasets and information.	W - Policies (darrickwood.co.uk)	Free
Section 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Freedom of Information Disclosure logs	H	A
Asset register	H	A
Any information the School is currently legally required to hold in publicly available registers (e.g. lists of directors in the case of academies)	H	A
Section 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		
Information on extra-curricular activities	W - Clubs & Societies – Whole School (darrickwood.co.uk)	Free
Information on out of school clubs	W - Clubs & Societies – Whole School (darrickwood.co.uk)	Free
Charging and remissions policy	W - Policies (darrickwood.co.uk)	Free
School publications, leaflets, books and newsletters	W - News (darrickwood.co.uk)	Free