The Ambleside Centre
Ambleside Close
Woodley
Berks
RG5 4JJ

Head Teacher: Kerrie Clifford
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FREEDOM OF INFORMATION SCHEDULE

Wherever possible requested information will be sent by electronic mail and will incur no cost.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Email nurseries office	
Who's who in the school	Email nurseries office	
Who's who on the governing body and the basis of their appointment	School website	
Instrument of Government	Hard copy from office	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Email nurseries office	
Staffing structure	Email nurseries office	
School session times and term dates	School website and e-mail	

Information to be published	How the information can be obtained	Cost
Class 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	Email nurseries office	
Annual budget plan and financial statements	Email nurseries office	
Capitalised funding	Email nurseries office	
Additional funding	Email nurseries office	
Procurement and projects	Hard copy and e-mail where possible	
Pay policy	Email nurseries office	
Staffing and grading structure	Email nurseries office	
Governors' allowances	N/A	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	School website or Ofsted website or Email nurseries office	
Performance management policy and procedures adopted by the governing body.	Email nurseries office	
Schools future plans/School Development Plan	Email nurseries office	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	School website or Email nurseries office	
Agendas of meetings of the governing body and (if held) its sub-committees	Email nurseries office	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Email nurseries office	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including but not limited to: • Charging policy • Meadows Admissions Policy • Pastures Admissions Policy • Pastures 2 year funded Admissions Policy • British Values Policy • Complaints procedure • Safeguarding Policy • Preventing Extremism and Radicalization Policy • SEN Policy • Disability Equality Policy • Behaviour Policy	School website or Email nurseries office	

Information to be published	How the information can be obtained	Cost
Records management and personal data policies, including: • Data protection • Freedom of information publication scheme	School website or Email nurseries office	
Charging regimes and policies. This should include details of any statutory charging regimes. 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.	Email nurseries office	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy; some information may only be available by inspection	
Disclosure logs	N/A	
Asset register	Email nurseries office	
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	Email nurseries office	

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	Website or Email nurseries office	
Out of term holiday clubs	Website or Email nurseries office	

Contact details: School Office – 0118 3776444 office@ambleside.wokingham.sch.uk