



# Woodlands Primary School

## **Publication Scheme**

Woodlands Primary School is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

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## Publication Scheme

November 2025

### Contents

1.	Introduction.....	2
1.1	Application.....	2
1.2	Approval and review.....	2
1.3	Responsibilities.....	2
1.4	How to obtain information.....	2
2.	Guide to information available from GLT in accordance with the GLT Communications Policy and Freedom of Information Act	
	Class 1.....	3
	Class 2.....	4
	Class 3.....	5
	Class 4.....	6
	Class 5.....	6
	Class 6.....	7
	Class 7.....	7
3.	Schedule of Charges.....	8

## **Introduction**

### **1.1 Application**

This Publication Scheme applies to Woodlands Primary School and all governors and staff of the school must abide by the scheme, which has been adopted in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust.

It is the responsibility of the governing body and Headteacher of the school to ensure that their school and its staff adhere to this scheme. In implementing this scheme, school staff must take account of any advice given to them by the Headteacher and/or Board of Trustees.

This scheme is subject to the GLT Communications Policy. If there is any ambiguity or conflict, then the GLT Communications Policy and the Scheme of Delegation and any alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

The school is part of the Greenshaw Learning Trust, which has its own publication scheme and information about the Trust is available via that scheme and the Trust website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk).

### **1.2 Approval and review**

This scheme is the responsibility of the Headteacher.

This scheme was approved by the Governing Body on 11/02/2026

### **1.3 Responsibilities**

It is the responsibility of the governing body and the Headteacher of the school to ensure their school and its staff adhere to this Publication Scheme.

### **1.4 How to obtain information**

To obtain information from *Woodlands Primary School*, please refer to [www.woodlandsprimaryyate.co.uk](http://www.woodlandsprimaryyate.co.uk).

Alternatively, you can contact the school by email to [admin@woodlandsprimaryyate.co.uk](mailto:admin@woodlandsprimaryyate.co.uk) or by writing to the school

*Woodlands Primary School, Sunridge Park, Yate BS37 4HB*

**Guide to information available from Woodlands Primary School in accordance with the GLT Communications Policy and Freedom of Information Act**

<b>Class 1 - Who we are and what we do</b>		
	<b>Published on school website</b>	<b>Available on request</b>
Who's who in the school - key members of staff <i>Headteacher, DSL, H&amp;S Lead, Clerk to Governors</i>	Yes	
Who's who on the governing body and the basis of their appointment	Yes	
Articles of Association	<i>published on Greenshaw Learning Trust Website</i>	
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Yes	
School prospectus	Yes	
Staffing structure		Yes
School session times and term dates	Yes	
Address of school and contact details, including email address.	Yes	

<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)		
	<b>Published on school website</b>	<b>Available on request</b>
Current and previous financial year as a minimum		Yes
Annual budget plan and financial statements		Yes
Capital funding		Yes
Details of expenditure items over £5000 for the current year and 2 years' previous		Yes
Procurement and contracts the school has entered into, or information relating to the Greenshaw Learning Trust which has done so on its behalf		Yes
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.		Yes
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.		Yes
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		Yes

**Class 3 – What our priorities are and how we are doing**

Current information as a minimum and in all cases:

	<b>Published on school website</b>	<b>Available on request</b>
Performance data supplied to the English Government or a direct link to the data	Yes	
The latest Ofsted report	Yes	
Post-inspection action plan		Yes
The school's future plans		Yes

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
	<b>Published on school website</b>	<b>Available on request</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Yes	
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).		Yes
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Woodlands Primary School is part of the Greenshaw Learning Trust. All trust policies, including the Complaints Procedure, Equalities Policy, SEND Policy, Information and Data Security Policy, and Whistleblowing Procedure, can be downloaded <a href="#">here</a> Official Trust documents, including financial information and the Gender Pay Report and the Annual Equalities Statement can be found under official Trust documents <a href="#">here</a> . School specific statutory documents, including the School Accessibility Plan, can be found on the school website.	Yes	

<b>Class 6 – Lists and Registers</b>		
	<b>Published on school website</b>	<b>Available on request</b>
Currently maintained lists and registers only (this does not include the attendance register).		Yes
Curriculum circulars and statutory instruments		Yes
Disclosure logs		Yes
Asset register		Yes
Any information the school is currently legally required to hold in publicly available registers		Yes
<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)		
Extra-curricular activities		Yes
Out of school clubs		Yes
Services for which the school is entitled to recover a fee, together with those fees		Yes
School publications, leaflets, books and newsletters		Yes

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost
	Photocopying/printing @ 3p per sheet (colour)	Actual cost
	Postage @ 87p per envelope	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		<p>In accordance with Freedom of Information Act 2000 Section 9 and Information Commissioner's Office guidance.</p> <p>The requester will receive a 'Fee Notice' in writing if the Trust wishes to charge this statutory fee.</p>