Freedom of Information

Guide to information available from Kingsley Primary School under the model publication scheme

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

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 2 financial years as a minimum	(Hard Copy and/or Website)
Annual budget plan and financial statements	Hard Copy
Capitalised funding	Hard Copy
Additional funding	Hard Copy
Procurement and projects	Hard Copy
Pay policy	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances	N/A – Our Governors do not claim allowances

Information to be published	How the information can be obtained
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	(hard copy and/or website)
School profile • Government supplied performance data • The latest Ofsted report - Summary - Full report	Hard Copy and Website Hard Copy and Website
Performance management policy and procedures adopted by the governing body.	Hard Copy
Schools future plans	Hard Copy
Safeguarding – policies and procedures	Hard Copy and website

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/or website)
Admissions policy/decisions (not individual admission decisions)	Hard Copy and Website
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings.	Hard Copy

Information to be published	How the information can be obtained
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff Code of Conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Safeguarding and Child Protection policies • Equality Information policies • Staff recruitment policies	 Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy
Pupil and curriculum policies, including: • Home-school agreement • Curriculum Information • RSHE Policy (Sex Education) • Special Educational Needs • Accessibility • Equality Information • Collective worship • Behaviour Policy	 Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy Hard Copy and Website
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	 Hard Copy Hard Copy Hard Copy
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.	 Hard Copy and Website

Information to be published	How the information can be obtained
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs	Hard Copy
Asset register and Information Asset Register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers **(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)**	Hard Copy

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	
Extra-curricular activities	Hard Copy and Website
Out of school clubs	Hard Copy and Website
School publications	Hard Copy and Website
Services for which the school is entitled to recover a fee, together with those fees (Charging and Remissions Policy)	Hard Copy and Website
Leaflets books and newsletters	Hard Copy and Website

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	
N/A	

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
Disbursement cost	Photocopying/printing @ 0.25p per A4 sheet (black & white)	Actual cost
	Photocopying/printing @ 2.5p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	We will comply in accordance with the Freedom of Information Act in particular section 12	In accordance with the relevant legislation (quote the actual statute)

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