

Freedom of Information

Guide to information available from The Federation of Lower Halstow School and Newington CEP School

Agreed Strategy 2014 – Review Autumn 2016

Since 01 January 2005 there has been a legal right for any person to make a request to a school for access to information held by that school.

Schools are under a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly, and in any event, within 20 working days of receipt (not excluding school holidays).

The Governing Body should agreed the FOI publication scheme and access policy if it has not already done so. The policy will need to set out how the school proposes to deal with requests and state that all staff should be aware of the process. The Governing Body should agree a charging policy for complying with requests.

The DCSF recommends that schools respond to straightforward requests for free and charge where the costs are significant. The Governing Body should delegate to the Head Teacher the day-to-day responsibility for FOI policy and the provision of advice, guidance, publicity and interpretation of the school's policy.

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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) The Federation of Lower Halstow School and Newington CEP Primary School for children aged 4 – 11 years old	Website (www.lower-halstow.kent.sch.uk or www.newington.kent.sch.uk)	
Who's who in the school	Staff List/Website	
Who's who on the governing body and the basis of their appointment	Staff Handbook/Website	
Instrument of Government	Website	
Contact details for the Executive Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website/Headed Paper/Compliment slips	
Staffing structure	Hard Copy	
School session times and term dates	Website/Hard copy	

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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	Hard copy	
Annual budget plan and financial statements	Hard copy	£2
Capitalised funding	Hard copy	£2
Additional funding	Hard copy	£2
Procurement and projects	Hard copy	£2
Pay policy	Hard copy	10p per sheet
Staffing and grading structure	Hard copy (unnamed only)	£2
Governors' allowances	Hard copy	10p per sheet

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	10p per sheet.
Schools future plans	3 yr plan – Hard copy	10p per sheet.
Every Child Matters – policies and procedures	Hard copy	10p per sheet.

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	10p per sheet.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	Up to £2 for research

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none">• Charging and remissions policy• Health and Safety• Complaints procedure• Staff conduct policy• Discipline and grievance policies• Staffing structure implementation plan• Information request handling policy• Equality and diversity (including equal opportunities) policies• Staff recruitment policies	Hard copy /website	10p per sheet.
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Sex education• Special educational needs	Hard Copy/ website	10p per sheet.

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<ul style="list-style-type: none">• Accessibility• Race equality• Collective worship• Careers education• Pupil discipline		
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)	Hard copy	10p per sheet
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 Cross Reference to Charging and Remissions Policy.	10p per sheet

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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	Website	Free
Disclosure logs	Unnamed statement	Free
Asset register	Viewing only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Website	Free

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
Leaflets books and newsletters	Website	Free
<p>Additional Information This will provide schools with the opportunity to publish information that is not</p>		

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itemised in the lists above		

Contact details:

Headteacher@lower-halstow.kent.sch.uk

Headteacher@newington.kent.sch.uk

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 @ ..p per sheet (black & white)	Actual cost * 1p
	Photocopying/printing @ ..p per sheet (colour)	Actual cost 1p

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	£2 which includes research for each item.	

* the actual cost incurred by the public authority