

# **Freedom of Information Publication Scheme**

**Reviewed on: September 2018  
To be reviewed: September 2020**

**St George's CEP School  
Wrotham  
Kent**



Reviewed by Finance and General Purposes Committee meeting on 20th November 2018

Ratification by Full Governing Body 6th December 2018

## **This is St George's CE Primary School Publication Scheme**

*Our full title and address for sending requests for any documents is:* **St George's CE Primary School, Old London Road, Wrotham, Kent, TN15 7DL, UK**

*The person responsible for maintenance of this scheme is:* **The Chair of Governors**

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future - this is split into categories of information known as 'classes'. These are contained in section 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **School Prospectus** - information published in the school prospectus.
- **Governors' Documents** - information published in the Governors' Annual Report and in other governing body documents.
- **Pupils & Curriculum** - information about policies that relate to pupils and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

### **3. How to request information**

You can request a copy of the information you want from the contact detailed below or visit our website at [www.st-georges-wrotham.kent.sch.uk](http://www.st-georges-wrotham.kent.sch.uk)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still ask if we have it. You can contact the school by telephone, fax, email or letter.

Email: [admin@st-georges-wrotham.kent.sch.uk](mailto:admin@st-georges-wrotham.kent.sch.uk)  
 Tel: 01732 822401  
 Fax: 01732 884003

Contact Address: **St George's CE Primary School, Old London Road, Wrotham, Kent, TN15 7DL, UK**

To help us process your request quickly, please clearly mark any correspondence

**"PUBLICATIONS SCHEME REQUEST"** (in bold CAPITALS).

#### 4. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

#### 5. Classes of Information Currently Published

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included at the school's discretion):</p> <ul style="list-style-type: none"> <li>• The name, address and telephone number of the school, and the type of school.</li> <li>• The names of the headteacher and chair of governors.</li> <li>• Information about admissions.</li> <li>• A statement of the school's ethos and values.</li> <li>• Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.</li> <li>• Information about the school's policy on providing for pupils with special educational needs.</li> <li>• Number of pupils on roll and rates of pupils' authorised and unauthorised absences.</li> <li>• National Curriculum assessment results for Key Stage 2, with national summary figures.</li> </ul>

**Governors' Annual Report and other information relating to the governing body** – this section sets out information from Governing Body documents.

Class	Description
<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school.</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The name of any person entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> </ul>

	<p>of the school</p> <ul style="list-style-type: none"> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>[1]</sup> of meeting of the Governing Body and its committees</b>	<ul style="list-style-type: none"> <li>• Minutes from governors board and committee meetings</li> </ul>

**Pupils & Curriculum Policies** - this section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
<b>Home – school agreement</b>	Written statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements.
<b>Curriculum Policy</b>	Statement on following the policy for national curriculum subjects, including any syllabus followed by pupils at the school.
<b>Sex Education Policy</b>	Written statement of policy with regard to sex education.
<b>Collective Worship</b>	Statement of arrangements for the required daily act of collective worship.
<b>Pupil Discipline</b>	Written statement of general principles on behaviour and discipline including any anti bullying policy as appropriate.

**School Policies** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
<b>Reports of School Inpections under Sections 10 and 23 of the School Inspections Act 1996</b>	Report of an inspection of the school and the summary of the report.
<b>Post Inspection action plan</b>	A plan setting out the actions required following an Estyn inspection.
<b>Charging and remissions policies</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging of which charges are permitted, for example music tuition, trips.
<b>School session times</b>	Details of school session and dates of school terms and holidays.
<b>Special Education Needs</b>	Information about the school's policy on providing for pupils with special educational needs.
<b>Accessibility Plans</b>	Written plan of improvements to access for pupils with disabilities.
<b>Health and Safety Policy</b>	Written statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.
<b>Child Protection Policy</b>	Statement of general principles on Child Protection arrangements.

<b>Complaints procedure</b>	Statement of procedures for dealing with complaints.
<b>Staff Appraisal</b>	Statement of procedures adopted by the governing body relating to staff appraisal.
<b>Staff Conduct, Discipline and Grievance</b>	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.

## **6. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint then initially this should be addressed to **Chair of Governors, St George's CE Primary School, Old London Road, Wrotham, TN15 7DL, UK.**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

*Or*

**Enquiry/Information Line: 01625 545 745**

**E-mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

<sup>[1]</sup> Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

**This policy has been impact assessed by the Governing Body in order to ensure that it does not have an adverse effect on race, gender or disability equality.**

St George's CE Primary School

Freedom of Information guide to information for schools

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
Who's who in the school	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Hard copy ~ Request via School Office	Free 10p / sheet
Who's who on the governing body and the basis of their appointment	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	Free 10p / sheet
Instrument of Government	Hard copy ~ Request via Clerk to Governors	10p / sheet
Contact details for the Head teacher and for the governing body, including Clerk to Governors	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	Free
School Handbook	Website <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	
Staffing structure	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	Free 10p / sheet
School session times and term dates	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	Free

<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) Current and previous financial year as a minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
Annual budget plan and financial statements	Hard copy ~ Request via Clerk to Governors	10p / sheet
Capitalised funding	Hard copy ~ Request via Clerk to Governors	10p / sheet
Additional funding	Hard copy ~ Request via Clerk to Governors	10p / sheet
Procurement and projects	KCC website	
Pay policy	Hard copy ~ Request via School Secretary	10p / sheet
Governors' allowances policy	Hard copy ~ Request via Clerk to Governors	10p / sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
School profile 1. Government supplied performance data 2. The latest Ofsted report a) Summary b) Full report	1) Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> ~ follow link on 'Ofsted' page 2) a) Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> b) OfSTED website ~ <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	Free Free Free
Performance Management Policy and procedures adopted by the governing body.	Hard copy ~ Request via Clerk to Governors	10p / sheet
Schools future plans (included as part of School Improvement Plan overview)	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Hard copy ~ Request via School Office	Free 10p / sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions)	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Hard copy ~ Request via Clerk to Governors	10p / sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy ~ Request via Clerk to Governors	10p / sheet
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private and confidential to the meetings.	Hard copy ~ Request via Clerk to Governors	10p / sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
School policies including: <ul style="list-style-type: none"> <li>• Charging policy</li> <li>• Health and Safety</li> <li>• Complaints procedure, including Grievance policy</li> <li>• St George's CE Primary School Code of Conduct</li> <li>• Equality Scheme for Gender, Race and Disability</li> <li>• Racial Equality Policy</li> <li>• Equality Scheme Action Plans</li> <li>• Child Protection Policy</li> </ul>	Hard copy ~ Request via School Office Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	10p / sheet

Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum Framework</li> <li>• Relationships and Changes</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Behaviour Management Policy</li> </ul>	Policies on website on Policies tab Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	Free
Charging regimes and policies.	A breakdown of charges for pupil visits is available as a hard copy on request from the school office.	10p / sheet

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/or website; some information may only be available by inspection)	<b>Cost</b>
Curriculum circulars and statutory instruments		
Asset register	Inspection only*	Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection only*	Free
* <i>Inspection only = an appointment must be made with the School Office and with Head Teacher approval. A senior member of staff will be present while the information is read..</i>		

<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) Current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)	<b>Cost</b>
Extra-curricular activities	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a>	Free
Out of school clubs	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Copies on window by school entrance	Free
School publications (eg: Calculations booklet)	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Hard copy ~ Request via School Office	Free 10p / sheet
Services for which the school is entitled to recover a fee, together with those fees (eg: authorisation of child's passport photo)	Request via School Office	Donation to school fund (eg: £10)
Leaflets and newsletters	Website ~ <a href="http://www.st-georges-wrotham.kent.sch.uk">www.st-georges-wrotham.kent.sch.uk</a> Copies in Reception in folder	Free Free



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	*Actual cost ~ (including paper, toner, electricity and personnel time)
	Photocopying/printing @ 50p per sheet (colour)	*Actual cost ~ (including paper, toner/ink, electricity and personnel time)
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		<i>In accordance with the relevant legislation (quote the actual statute)</i>
<b>Other</b>		
	Additional copies of Homework diaries = £2.00	Cost of ordering, production/printing, postage/delivery