

## Freedom of Information

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

**Halstead CP School**

# Freedom of Information



Reviewed and approved by the Strategy Team  
Signed :

Date : May 2015  
To be reviewed : December 2017

May 2015

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Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy contact School Office or school website) <a href="http://www.halstead.kent.sch.uk">www.halstead.kent.sch.uk</a></p>	
Who's Who in the school	Inspection only	n/a
Who's Who on the Governing Body, and the basis of their appointment	Inspection only	n/a
Instrument of Government	Hard copy	5p/page
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<a href="http://www.halstead.kent.sch.uk">www.halstead.kent.sch.uk</a> Hard copy or school website	Free
School Prospectus	Hard copy or school website	Free
School Profile	Hard copy or school website	5p/page
Staffing structure	Hard copy or school website	5p/page
School session times and term dates	<a href="http://www.halstead.kent.sch.uk">www.halstead.kent.sch.uk</a>	Free

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Information to be published	How the information can be obtained	Cost
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy)	
Annual budget plan and financial statements	Hard copy (contact School Office)	5p/page
Capitalised funding	Hard copy (contact School Office)	5p/page
Additional funding	Hard copy (contact School Office)	5p/page
Procurement and projects	Hard copy (contact School Office)	5p/page
Teachers' Pay policy	Hard copy (contact School Office)	5p/page Bklet free
Staffing and grading structure	Hard copy (contact School Office)	5p/page
Governors' allowances	Hard copy (contact School Office)	5p/page

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<p><b>Class 3 – What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p><a href="http://www.ofsted.gov.uk/oxedu/providers/full/(urn)/118274">http://www.ofsted.gov.uk/oxedu/providers/full/(urn)/118274</a></p> <p>Hard copy (contact School Office or school website)</p>	5p/page
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy (contact School Office or school website)</p>	5p/page
<p>School's future plans</p>	<p>Hard copy (contact School Office)</p>	5p/page

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Information to be published	How the information can be obtained	Cost
<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy)	
Admissions policy/decisions (not individual admission decisions)	Hard copy (contact School Office or School Website)	5p/page
Agendas of meetings of the governing body	Hard copy (contact Clerk to Governors)	5p/page
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard copy (contact Clerk to Governors)	5p/page

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Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or school Website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions policy</li> <li>• Health and Safety, &amp; Premises</li> <li>• Complaints Procedure</li> <li>• Staff Discipline/Grievance Conduct Policy</li> <li>• Staffing structure implementation plan <small>(see annex to Teachers' Pay policy)</small></li> </ul>	<p>(contact School Office)</p> <p>Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy</p>	5p/page
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school Agreement</li> <li>• Curriculum</li> <li>• Sex &amp; Relationships Education</li> <li>• Accessibility</li> <li>• Collective Worship</li> <li>• Pupil Behaviour</li> <li>• Anti-Bullying</li> <li>• Equality and inclusion</li> </ul>	<p>(Contact School Office)</p> <p>Hard copy            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy = Sch. Website            Hard copy</p>	5p/page

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	<p><a href="http://www.kent.gov.uk/council-and-democracy/about-the-council/contact-us/data-protection.htm">http://www.kent.gov.uk/council-and-democracy/about-the-council/contact-us/data-protection.htm</a></p>	
<p>Charging regimes and policies.</p> <p>(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).</p>		

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Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy) (some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<a href="http://www.dcsf.gov.uk">www.dcsf.gov.uk</a> Inspection only	n/a
Asset register	Inspection only	n/a
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	n/a



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Information to be published	How the information can be obtained	Cost
<p><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)</p> <p>Current information only</p>	(hard copy) (some information may only be available by inspection)	
Extra-curricular activities	Contact School Office	n/a
Out of school clubs	Contact School Office	n/a
School publications	Hard copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy (contact School Office)	Free
Leaflets, books, and newsletters	Hard copy (contact School Office)	tba

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### Contact details:

If you require a paper version of any of the documents within the scheme, please contact that school by telephone, email, or letter. Contact details are set out below:

<b>Email</b>	Headteacher@halstead.kent.sch.uk
<b>Telephone</b>	01959 532224
<b>Contact Address</b>	Halstead Community Primary School, Otford Lane, Halstead, Sevenoaks, Kent TN14 7EA

To help us process your request quickly, please clearly mark any correspondence PUBLICATION SCHEME REQUEST.

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

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### 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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority