

**Wrotham Road Primary School Freedom of Information Publication Scheme (Nov 15)**  
**Re: information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

**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 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. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with an education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

**3. 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 6 of this scheme.

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

**Class 1 - Who we are and what we do**

Organisational information, structures, locations and contacts

This will be current information only

**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.

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

Strategies and plans, performance indicators, audits, inspections and reviews.

**Class 4 – How we make decisions**

Decision making processes and records of decisions

**4. How to request information**

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

Email: [headteacher@wrotham-road.kent.sch.uk](mailto:headteacher@wrotham-road.kent.sch.uk)

Tel: 01474 534540

Text phone:

Fax: 01474 322413

Contact Address: Wrotham Road School, Wrotham Road, Gravesend, Kent, DA11 0QF

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

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.

**5. Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. 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. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of information currently published

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (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/or website	
Who's who on the governing body / board of governors and the basis of their appointment	hard copy and/or website	
Instrument of Government / Articles of Association	hard copy and/or website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	hard copy and/or website	
School prospectus (if any)	hard copy and/or website	
Annual Report (if any)	N/A	
Staffing structure	hard copy and/or website	
School session times and term dates	hard copy and/or website	
Address of school and contact details, including email address.	hard copy and/or website	
<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	Hard copy	
Annual budget plan and financial statements	Hard copy	
Capital funding	Hard copy	
Financial audit reports	Hard copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	
Pay policy	Hard copy	
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.	Hard copy	
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.	Hard copy	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	
<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	(hard copy or website)	
<ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted</li> <li>• - Summary</li> <li>• - Full report</li> <li>• Post-inspection action plan</li> </ul>	hard copy or website	
Performance management policy and procedures adopted by the governing body.	Hard copy	
Performance data or a direct link to it	hard copy or website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	hard copy or website	
Safeguarding and child protection	hard copy or website	
<b>Class 4 – How we make decisions</b> (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) – where applicable	hard copy or website	
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).	hard copy	
<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.  As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	(hard copy or website)	
Records management and personal data policies, including: <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>	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.  If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Hard copy or website	
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy (some information may only be available by inspection))	

Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Inspection	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers	Hard copy	
<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy or website	
Out of school clubs	Hard copy or website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy or website	
School publications, leaflets, books and newsletters	Hard copy or website	
<b>Additional Information</b> (This will provide schools with the opportunity to publish information that is not itemised in the lists above)		

## SCHEDULE OF CHARGES

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

### Fees

Generally there will be no charge for requested information and information available from the websites is free of charge.

For providing information where the costs of doing so exceed £2.00, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy
- the actual cost of postage
- where a specific request is made for presentation in a particular form (e.g. CD ROM), the actual cost of doing so
- £25 per hour for staff time if it is necessary for a member of staff to accompany somebody requesting to inspect records
- actual costs of translation into another language
- VAT will be chargeable in the circumstances that someone else holds the information as well as us
- Responding to high cost requests (those expected to cost more than £450) is discretionary and the Governing Body will refuse such requests.

Date policy agreed: 4 November 2015

Date for review: November 2017