



# KIMPTON PRIMARY SCHOOL FREEDOM OF INFORMATION

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## REVIEW RECORD

Name of Policy	
Staff Responsible for Review (e.g. Headteacher, Subject Leader)	Date reviewed with staff
Headteacher	June 2016
Governors and Committee Responsible for Review	Date of Review
Full Governing Body	June 2016
Date Adoption recorded in Governing Body minutes	Date of Next Review
	June 2019

***COPY OF POLICY KEPT IN POLICIES FOLDER IN HEADTEACHER'S OFFICE***

## RECORD OF AMENDMENTS SINCE LAST REVIEW

Page/Clause Amended	Brief Details of Changes

## Signatories

Headteacher:		16 <sup>th</sup> June 2016
Chair of Governors:		16 <sup>th</sup> June 2016

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

## **1. Purpose: 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.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme. It will be of most use to schools developing their own guide to information. Alternative model guides to information for Nursery and Primary schools will be available when released by the ICO. In the meantime it is recommended that such schools adopt this approach but areas relevant only to Secondary schools are not included.

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 ICO would expect schools to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

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 latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

## 2. 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 or you can visit our website at [www.kimpton.herts.sch.uk](http://www.kimpton.herts.sch.uk).

Email: [admin@kimpton.herts.sch.uk](mailto:admin@kimpton.herts.sch.uk)

Tel: 01438 832 394

Contact Address: Kimpton Primary School, High Street, Kimpton, Herts. SG4 8RB

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 and isn't on our website, you can still contact the school to ask if we have it.

## 3. Paying for information

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.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. 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.

#### 4. Classes of Information Currently Published

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	(hard copy and/or website)
<p><b>Instrument of Government</b> The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body.</p> <p><b>School prospectus</b> The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN).</li> <li>• a description of the policies relating to Kimpton School's Equality Plan.</li> </ul> <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p> <p><b>Annual Report</b> Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.</p> <p><b>Governing Body</b> The names, and contact details of the governors should be available and the basis on which they have been appointed.</p> <p><b>School session times and term dates</b> Details of school session times and dates of school terms and holidays.</p> <p><b>Location and contact information</b> The address, telephone number and website for the school together with the names of key personnel.</p>	<p>hard copy</p> <p>Website</p> <p>N/A</p> <p>School Office and website</p> <p>School Office and website</p> <p>School Office and website</p>

Information to be published	How the information can be obtained
<p><b>Class 2 - What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	<p>School's Financial Administrator</p>
<p><b>Annual budget plan and financial statements</b> Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <p><b>Capital funding</b> Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <p><b>Additional Funding</b> Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</p> <p><b>Procurement and contracts</b> Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <p><b>Pay policy</b> The statement of the school's policy and procedures regarding teachers' pay.</p> <p><b>Staffing and grading structure</b></p> <p><b>Governors' allowances</b> Details of allowances and expenses that can be claimed or incurred.</p>	<p>School's Financial Administrator</p> <p>School's Financial Administrator</p> <p>N/A</p> <p>School's Financial Administrator</p> <p>School Office</p> <p>School Office</p> <p>Clerk of Governing Body</p>

Information to be published	How the information can be obtained
<p><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</p>	<p>School Office and website</p>
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <p><b>School profile</b></p> <ul style="list-style-type: none"> <li>- Government-supplied performance data</li> <li>- Summary of latest Ofsted report*</li> <li>- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community  (* the full Ofsted report should also be available.)</li> </ul> <p><b>Performance management information</b>  Performance management policy and procedures adopted by the governing body.</p> <p><b>Schools future plans</b>  Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <p><b>Safeguarding</b>  The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</p>	<p>School Office and website</p> <p>School Office</p> <p>School Office</p> <p>School Office</p>

Information to be published	How the information can be obtained
<p><b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	School Office
<p><b>Admissions policy / decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</p> <p><b>Minutes of meetings of the Governing body and its sub-committees</b> Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p>School Office and Hertfordshire County Council</p> <p>School Office Clerk to the Governing Body Website for latest ratified FGB minutes</p>

Information to be published	How the information can be obtained
<p><b>Class 5 - Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	School Office and website
<p><b>School policies</b> This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <p><b>Pupil and Curriculum policies</b> This will include such policies as home-school agreement, curriculum, sex education, special educational needs, equality plan, collective worship and pupil discipline.</p> <p><b>Records management and personal data policies</b> This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <p><b>Equality and diversity</b> This will also include an equality plan, procedures and guidelines relating to equal opportunities.</p> <p><b>Policies and procedures for the recruitment of staff</b> If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <p><b>Charging regimes and policies</b> Details of any statutory charging regimes should be provided. 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>	<p>School Office and website</p> <p>School Office and website</p> <p>School Office</p> <p>School Office and website</p> <p>School Office and School's Financial Administrator</p> <p>School Office</p>

Information to be published	How the information can be obtained
<b>Class 6 - Lists and registers</b> Currently maintained list and registers only.	School Office
<b>Curriculum circulars and statutory instruments</b> Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	School Office and Clerk of the Governing Body
<b>Disclosure logs</b> If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Headteacher
<b>Asset register</b> We would expect some information from capital asset registers to be available, if such registers are held.	School's Financial Administrator
Any information the school is currently legally required to hold in publicly available registers.	School Office

Information to be published	How the information can be obtained
<b>The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	
Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: <ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• School publications</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Leaflets, booklets and newsletters.</li> </ul>	School Office and website

**\*\* Information available on our website. Our website is at ([www.kimpton.herts.sch.uk](http://www.kimpton.herts.sch.uk))**

## 5. 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 wish to make a complaint then initially this should be addressed to The Headteacher, Kimpton Primary School. (Please see our Complaints Procedure document on the school website for further details)