

Freedom of Information

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

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy via school and/or website	Free
Who’s who in the school	As above	Free
Who’s who on the governing body / board of governors and the basis of their appointment	As above	Free

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Instrument of Government / Articles of Association	As above	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	As above	Free
School prospectus (if any)	As above	Free
Annual Report (if any)	No longer required	
Staffing structure	As above	Free
School session times and term dates	As above	Free
Address of school and contact details, including email address.	As above	Free

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>Hard copy from the school</p>	<p>£0.05 per A4 sheet</p>
Annual budget plan and financial statements	As above	£0.05 per A4 sheet
Capital funding	As above	£0.05 per A4 sheet
Financial audit reports	As above	£0.05 per A4 sheet

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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	To be requested in writing via the governors	£0.05 per A4 sheet
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).	To be requested in writing via the governors	£0.05 per A4 sheet
Pay policy	To be requested in writing via the governors	£0.05 per A4 sheet
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.	To be requested in writing via the governors	£0.05 per A4 sheet
Staffing, pay and grading structure. As a minimum the pay	To be requested in	£0.05

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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.	writing via the governors	per A4 sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	To be requested in writing via the governors	£0.05 per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Hard copy via school, website, newsletters.	£0.05 per A4 sheet
School profile (if any)		
And in all cases:		

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<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Hard copy or website</p> <p>Hard copy or website</p> <p>Hard copy or website</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>To be requested in writing via the governors</p>	<p>£0.05 per A4 sheet</p>
<p>Performance data or a direct link to it</p>	<p>Hard copy or website</p>	<p>£0.05 per A4</p>

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		sheet
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	£0.05 per A4 sheet
Safeguarding and child protection	Hard copy or website	£0.05 per A4 sheet
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	£0.05 per A4 sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free

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<p>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).</p>	<p>Hard copy or website</p>	<p>Free</p>
<p>Class 5 – Our policies and procedures (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>	<p>Hard copy or website</p>	<p>Free</p>

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy or website	Free
<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> <p>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").</p>	Hard copy or website	Free
<p>Class 6 – Lists and Registers</p>	(hard copy or website;	

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Currently maintained lists and registers only (this does not include the attendance register).	some information may only be available by inspection)	£0.05 per A4 sheet
Curriculum circulars and statutory instruments	Hard copy or website	£0.05 per A4 sheet
Disclosure logs (parents about respective children)	To be requested in writing via the Senior Leadership Team	£0.05 per A4 sheet
Asset register	To be requested in writing via the Senior Leadership Team	£0.05 per A4 sheet
Any information the school is currently legally required to hold in	To be requested in	£0.05

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publicly available registers	writing via the Senior Leadership Team	per A4 sheet
Class 7 – The services we offer (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.	Free
Extra-curricular activities	As above	Free
Out of school clubs	As above	Free
Services for which the school is entitled to recover a fee, together with those fees	As above	Free
School publications, leaflets, books and newsletters	As above	Free

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Additional Information 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.

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TYPE OF CHARGE	DESCRIPTION AND BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.05p per sheet (black & white) Photocopying/printing @ 0.5p per sheet (colour)
	3p per A4 sheet (may vary slightly dependant on supplier used)
	Postage
Statutory Fee	None