



Lamberhurst St Mary's CEP (VC) School

Freedom of Information Policy

(Taken from the Information Commissioner's Office model publication scheme and Tenax Schools Trust Freedom of Information Policy)

This policy will be reviewed every three years and at any other time if changes are required to comply with changes in legislation, regulation or national, ICO or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Teacher Area of the school server.

Date of approval by Governing Body	4 February 2019
Signature of Chair of Governors	Mr P Edgesmith
Signature of Headteacher	Mrs C Bromley
Date Due for review	Spring Term 2022

Guide to information available from schools in the Tenax Schools Trust under the Freedom of Information Act Publication Scheme

This scheme has been based on the Information Commissioner's Office (ICO) model publication scheme (version 1.2) which commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information that is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of fees charges for access to information that is made proactively available.
- To make this publication scheme available to the public.

Classes of Information Included

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

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

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Class 6 – Lists and Registers

Information held in registered required by law and other lists and registers relating to the functions of the authority

Class 7 – The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

Classes of information not generally included are:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Lamberhurst St Marty's School has to clearly indicate to the public what information is covered by its scheme and how it can be obtained.

Where it is within the capability of a public authority, information has to be provided on a website. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by the website, it is required to indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be made available only by viewing in person. Where this manner is specified, contact details have to be provided. An appointment to view the information needs to be arranged within a reasonable timescale.

Information has to be provided in the language in which it is held or in such other language that is legally required. Where it is legally required the authority is required to have the information translated.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats must be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying

- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges made by the school for printing published material are listed at the end of the document and have been kept to a minimum in line with legislation.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the school that is not published under this scheme can be requested in writing from the Headteacher, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Methods by which Information is Published under this Scheme

Lamberhurst St Mary's School complies with the DfE Freedom of Information Act model publication scheme for schools by following the table below, which identifies the information which meets the requirements of the Information Commissioner.

Guide to information available under the Model Publication Scheme

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts), current information only		
Information to be published	How the information can be obtained	Cost
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard copy on request	5p per A4 sheet
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible)	Website	
Staffing structure	Hard copy or website	5p per A4 sheet
School session times and term dates	Website	
School location and contact information	Website	
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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy on request	5p per A4 sheet
Capital funding – details of capital funding allocated to or by the school along with information on related building projects and other capital projects	Hard copy on request	5p per A4 sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request	5p 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).	Hard copy on request	5p per A4 sheet
Pay policy	Hard copy on request	5p per A4 sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy on request	5p per A4 sheet
Staffing, pay and grading structure.	Hard copy on request	5p per A4 sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request	5p per A4 sheet

<p align="center">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</p>		
School profile <ul style="list-style-type: none"> • Performance data supplied to the English Government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report 	Website Website Website Website	
Performance management policy and procedures adopted by the governing body.	Hard copy on request	5p per A4 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 on request	5p per A4 sheet
Safeguarding and child protection	Hard copy or website	
<p align="center">Class 4 – How we make decisions (Decision making processes and records of decisions), current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions) – where applicable Information on application numbers and number of successful applicants by each oversubscription category (if held by the school or include link to local authority)	Website Hard copy on request	5p per A4 sheet
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 on request	5p per A4 sheet
<p align="center">Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) / Current information only</p>		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy on request or website	5p per A4 sheet
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance • Equality and diversity (including equal opportunities) • Safeguarding policy 	Hard copy on request or website	5p per A4 sheet

Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Race Equality • Collective Worship • Behaviour Policy 	Hard copy on request or website	5p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard copy on request	5p per A4 sheet
Freedom of Information Disclosure logs	Hard copy on request	5p per A4 sheet
Asset register	Hard copy on request	5p per A4 sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy on request	5p 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		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request	5p per A4 sheet
School publications, leaflets, books and newsletters	Hard copy / website	5p per A4 sheet

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost * 5p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority

Contact details:

Lamberhurst St Mary's School
Pearse Place, Lamberhurst, Kent TN3 8EJ

Tel: 01892 890281

E-mail: secretary@lamberhurst.kent.sch.uk