

# MEREWORTH COMMUNITY PRIMARY SCHOOL



## Freedom of Information Policy

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|---|--------------------|
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| Person with responsibility                      | Chair Of Governors |
| Governing Body                                  | Finance Committee  |
| Review Date                                     | September 2019     |
| Chair of Governors<br><i>Signature and Date</i> |                    |
| Head Teacher<br><i>Signature and Date</i>       |                    |

# Freedom Of Information Policy

## **Introduction**

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;
- Whether the information is available free of charge or on payment.
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The scheme covers information already published and information that 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 that 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. The Governing Body is responsible for maintenance of this scheme.

## **Aims and Objectives**

The school aims to:

- Enable every child to fulfil their learning potential, with 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.

## **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 Mereworth Community Primary School Freedom of Information Policy & Publication Scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- *School Prospectus* - information published in the school prospectus.
- *Governors' Documents* - information published in the School Profile and in other governing body documents.
- *Pupils & Curriculum* - information about policies that relate to pupils and the school curriculum.
- *School Policies and other information related to the school* - information about policies that relate to the school in general.

## **How to request information**

Many of the documents are available on our website. You will find our website at <http://www.mereworth.kent.sch.uk/>. However, if you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below:

Email: [office@mereworth.kent.sch.uk](mailto:office@mereworth.kent.sch.uk)

Telephone: 01622 812569

Contact Address: Mereworth Community Primary School, The Street, Mereworth, Maidstone, Kent, ME18 5ND

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.

### **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. 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.

### **Classes of Information Currently Published**

#### **Who we are and what we do**

Organisational information, structures, locations and contacts

#### ***Instrument of Government***

The Instrument of Government is the document that records the name and category of the school and the name and constitution of its governing body.

#### ***School prospectus***

The statutory contents of the school prospectus, as follows:

- information about the implementation of the governing body's policy on pupils with special educational needs & disabilities (SEND).
- description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.
- Once the prospectus has been published and made available to parents, access to it should be available to anyone.

#### ***Governing Body***

The names, and contact details of the governors should be available and the basis on which they have been appointed.

#### ***School session times and term dates***

Details of school session times and dates of school terms and holidays.

#### ***Location and contact information***

The address, telephone number and website for the school together with the names of key personnel.

### ***What we spend and how we spend it***

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

### ***Pay policy***

The statement of the school's policy and procedures regarding teachers' pay.

### ***Staffing and grading structure***

### ***Governors' allowances***

Details of allowances and expenses that can be claimed or incurred.

### **What our priorities are and how we are doing**

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

#### ***School profile***

- Government-supplied performance data
- Summary of latest Ofsted report\*
- 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.)

### ***Performance management information***

Performance management policy and procedures adopted by the governing body.

### ***Schools future plans***

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

### ***Every Child Matters / Child protection***

The contribution of the school to the five Every Child Matters outcomes. 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.

### **How we make decisions**

Decision-making processes and records of decisions, available for the current and previous three years.

### ***Admissions policy / decisions***

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.

### ***Minutes of meetings of the Governing body and its sub-committees***

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.

### **Our policies and procedures**

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

#### ***School policies***

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.

#### ***Pupil and Curriculum policies***

This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, and pupil discipline.

#### ***Records management and personal data policies***

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

#### ***Equality and diversity***

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

#### ***Policies and procedures for the recruitment of staff***

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

#### ***Charging regimes and policies***

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.

#### ***Lists and registers***

##### ***Curriculum circulars and statutory instruments***

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

##### ***Disclosure logs***

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.

##### ***Asset register***

We would expect some information from capital asset registers to be available, if such registers are held.

*Any information the school is currently legally required to hold in publicly available registers*

***Monitoring and review***

This policy is monitored by the *Governing Body*, and will be reviewed in two years, or earlier if necessary in accordance with the Freedom Of Information Act 2000: Section 19.

## Mereworth CP School ; FOI guide to information for schools

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

(Organisational information, structures, locations and contacts)

This will be current information only

| <b>Information to be published</b>  | <b>How the information can be obtained</b><br>(hard copy and/or website)   | <b>Cost</b>         |
|---|--|---------------------|
| Who's who in the school   | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>Hard copy ~ Request via School Office<br><i>Appendix to Parent Handbook</i>      | Free<br>10p / sheet |
| Who's who on the governing body and the basis of their appointment                            | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>Hard copy ~ Request via Clerk to Governors<br><i>Appendix to Parent Handbook</i> | Free<br>10p / sheet |
| Instrument of Government  | Hard copy ~ Request via Clerk to Governors   | 10p / sheet         |
| Contact details for the Head teacher and for the governing body, including Clerk to Governors | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a>   | Free                |
| Parent Handbook   | Website <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a>   |                     |
| Staffing structure  | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br><i>In Parent Handbook</i>  | Free<br>10p / sheet |
| School session times and term dates   | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br><i>In Parent Handbook</i>  | Free                |

**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

| <b>Information to be published</b>          | <b>How the information can be obtained</b><br>(hard copy and/or website) | <b>Cost</b> |
|---|--|-------------|
| Annual budget plan and financial statements | Hard copy ~ Request via Clerk to Governors                               | 10p / sheet |
| Capitalised funding                         | Hard copy ~ Request via Clerk to Governors                               | 10p / sheet |
| Additional funding                          | Hard copy ~ Request via Clerk to Governors                               | 10p / sheet |
| Procurement and projects                    | KCC website  |             |
| Pay policy                                  | Hard copy ~ Request via School Secretary                                 | 10p / sheet |
| Governors' allowances policy                | Hard copy ~ Request via Clerk to Governors                               | 10p / 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

| Information to be published  | How the information can be obtained   | Cost                     |
|--|---|--------------------------|
| (hard copy and/or website)   |   |                          |
| School profile<br>1. Government supplied performance data<br>2. The latest Ofsted report<br>a) Summary<br>b) Full report | 1) Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>~ follow link on 'Useful info' page<br>2)<br>a) Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>b) OfSTED website ~ <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> | Free<br><br>Free<br>Free |
| Performance Management Policy and procedures adopted by the governing body.  | Hard copy ~ Request via Clerk to Governors  | 10p / sheet              |
| Schools future plans (included as part of School Improvement Plan overview)  | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>Hard copy ~ Request via School Office   | Free<br>10p / sheet      |
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**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous three years as a minimum

| <b>Information to be published</b>   | <b>How the information can be obtained</b><br>(hard copy and/or website)  | <b>Cost</b> |
|--|---|-------------|
| Admissions policy/decisions (not individual admission decisions)   | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br><i>In school handbook</i><br>Hard copy ~ Request via Clerk to Governors | 10p / sheet |
| Agendas of meetings of the governing body and (if held) its sub-committees   | Hard copy ~ Request via Clerk to Governors  | 10p / sheet |
| Minutes of meetings (as above) –<br>NB: this will exclude information that is properly regarded as private and confidential to the meetings. | Hard copy ~ Request via Clerk to Governors  | 10p / sheet |

## Mereworth CP School ; FOI guide to information for schools

| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only   |   |             |
|---|---|-------------|
| <b>Information to be published</b>  | <b>How the information can be obtained</b><br>(hard copy and/or website)  | <b>Cost</b> |
| School policies including: <ul style="list-style-type: none"> <li>• Charging policy</li> <li>• Health and Safety</li> <li>• Complaints procedure, including Grievance policy</li> <li>• Mereworth Community Primary School Code of Conduct</li> <li>• Equality Scheme for Gender, Race and Disability</li> <li>• Racial Equality Policy</li> <li>• Equality Scheme Action Plans</li> <li>• Child Protection Policy</li> </ul> | Hard copy ~ Request via School Office<br><br>Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a>   | 10p / sheet |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum Framework</li> <li>• Relationships and Changes</li> <li>• Special educational needs</li> <li>• Collective worship</li> <li>• Behaviour Management Policy</li> </ul>  | Policies on web site on School Policies tab, as well as within the school handbook.<br><br>Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a> | Free        |
| Charging regimes and policies.  | A breakdown of charges for pupil visits is available as a hard copy on request from the   | 10p / sheet |

## Mereworth CP School ; FOI guide to information for schools

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|  |               |             |
|--|---------------|-------------|
| <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> | School Office | 10p / sheet |
|--|---------------|-------------|

| <b>Class 6 – Lists and Registers</b>   |   |             |
|--|---|-------------|
| Currently maintained lists and registers only  |   |             |
| <b>Information to be published</b>   | <b>How the information can be obtained</b><br>(hard copy and/or website; some information may only be available by inspection)  | <b>Cost</b> |
| Curriculum circulars and statutory instruments   |   |             |
| Asset register   | Inspection only*  | Free        |
| Any information the school is currently legally required to hold in publicly available registers<br><b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b> | Inspection only*  | Free        |
|  |   |             |
|  | * <i>Inspection only = an appointment must be made with the School Office and with Head Teacher approval.<br/>A senior member of staff will be present while the information is read.</i> |             |
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### **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

| <b>Information to be published</b>  | <b>How the information can be obtained</b><br>(hard copy or website; some information may only be available by inspection)    | <b>Cost</b>                          |
|---|---|--------------------------------------|
| Extra-curricular activities   | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a>  | Free                                 |
| Out of school clubs   | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a>  | Free                                 |
| School publications<br>(eg: Calculations booklet)   | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>Hard copy ~ Request via School Office   | Free<br>10p / sheet                  |
| Services for which the school is entitled to recover a fee, together with those fees<br>(eg: authorisation of child's passport photo) | Request via School Office   | Donation to school fund<br>(eg: £10) |
| Leaflets and newsletters  | Website ~ <a href="http://www.mereworth.kent.sch.uk">www.mereworth.kent.sch.uk</a><br>Copies in Reception on leaflet carousel | Free<br>Free                         |
| Homework diaries  | Free Copy to each child at start of new academic year   | Donation of £2.00 for replacements   |
|   |   |                                      |

## 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 @ 10p per sheet (black & white) | *Actual cost ~ (including paper, toner, electricity and personnel time)       |
|                          | Photocopying/printing @ 50p per sheet (colour)        | *Actual cost ~ (including paper, toner/ink, electricity and personnel time)   |
|                          |   |   |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class                      |
|                          |   |   |
| <b>Statutory Fee</b>     |   | <i>In accordance with the relevant legislation (quote the actual statute)</i> |
|                          |   |   |
| <b>Other</b>             |   |   |
|                          | Additional copies of Homework diaries = £2.00         | Cost of ordering, production/printing, postage/delivery                       |

\* the actual cost incurred by Mereworth School