

## Freedom of Information

### Guide to information available from Staplehurst School under the publication scheme

#### Overview

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Staplehurst School without modification. This publication scheme commits the school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school 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.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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#### **Classes of Information**

The publication scheme below 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'.

1. Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.
4. How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. Our policies and procedures: Current written protocols for delivering our functions and responsibilities.
6. Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- 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.

#### **The method by which information published under this scheme will be made available**

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the school, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

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In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details have been provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where a school is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will 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. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. If you don't have Internet access, you can access our website using a local library or Internet cafe. Charges will be made for information subject to a charging regime specified by Parliament. Charges will be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information. See the **Charging Schedule**.

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 will 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, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

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#### How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the school:

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

Tel: 01580 891765

Fax: 01580 891291

Contact address: Staplehurst School, Gybbon Rise, Staplehurst, Kent TN12 0LZ.

To help us process your request quickly, please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in CAPITALS please). If the information you are 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.

<b>Schedule of charges</b>		
<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 incurred by the public authority
	Photocopying/printing @ 25p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Electronic copy	Free

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Information to be published	How the information can be obtained (hard copy or website)	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Hardcopy	Yes
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website	Free
Annual Report (if any)	No longer applicable	N/A
Staffing structure	Hardcopy	Yes
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
<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		
Annual budget plan and financial statements	Hardcopy	Yes
Capital funding	Hardcopy	Yes
Financial audit reports	Hardcopy	Yes
Details of expenditure items over £2000 – published at least annually but at a more frequent	Hardcopy	Yes

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quarterly or six-monthly interval where practical.		
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).	Hardcopy	Yes
Pay policy	Hardcopy	Yes
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.	Hardcopy	Yes
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.	Hardcopy	Yes
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy	Yes
<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		
School profile (if applicable) and in all cases: <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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School Website	Free

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Information to be published	How the information can be obtained (hard copy or website)	Cost
<ul style="list-style-type: none"> <li>Post-inspection action plan</li> </ul>		
Performance management policy and procedures adopted by the governing body.	Hardcopy	Yes
Performance data or a direct link to it	School Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopy	Yes
Safeguarding and child protection	School Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website	Free
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).	Hardcopy	Yes
<b>Class 5 – Our policies and procedures</b> <sup>1</sup> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Some policies will be on our website, for all others please apply to the school office. If we are able to send a policy electronically there will be no charge. <b>See Appendix 1 for list of our policies &amp; procedures</b>	
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> </ul>	School Website	Free

<sup>1</sup> 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 English government. These will include policies and procedures for handling information requests.

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<ul style="list-style-type: none"> <li>Data protection (including information sharing policies)</li> </ul>		
Charging regimes and policies.	School Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hardcopy	Yes
Disclosure logs	Inspection only, please contact the school office	Free
Asset register	Inspection only, please contact the school office	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only, please contact the school office	Free
<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		
Extra-curricular activities	School Website	Free
Out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website	Free
School publications, leaflets, books and newsletters	School website and current copy available from school reception	Free



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#### Appendix 1 - School Policies

Some policies will be on our website, for all others please apply to the school office. All the documents listed are available for viewing at the school however we reserve the right to make a charge should you require your own copy if we are able to send a policy electronically there will be no charge.

<b>Class 5</b>	<b>Description</b>
<b>Safeguarding (Child Protection) Policy</b>	Statement of policy for safeguarding and promoting the welfare of pupils at the school including Designated Safeguarding Lead incorporated into the Safeguarding Policy
<b>Behaviour and Discipline (including anti-bullying) Policy</b>	Statement of general principles on behaviour and discipline and of measures taken by the Headteacher to prevent bullying. Also includes Exclusions information.
<b>Online Safety Policy</b>	A policy to promote the safe use of the internet in an educational environment
<b>Data Protection Policy</b>	Policy for protection of personal data
<b>Public Sector Equality Duty</b>	Statement of policy for promoting race, gender and disability equality including Accessibility plan for the participation of disabled pupils in the school's curriculum, on improving the accessibility of the physical environment and improving delivery of information to disabled pupils when required
<b>Attendance Policy</b>	A policy to actively promote 100% attendance for all of our pupils
<b>Early Years Foundation Stage</b>	Statement on the provision of education for Early Years (Foundation Stage).
<b>Special Educational Needs &amp; Disability Policy</b>	Information about the school's policy on providing for pupils with special and additional education needs and disability
<b>Supporting pupils with medical conditions policy</b>	Information about the arrangements that are in place to support pupils with medical conditions
<b>Allegations of abuse against staff policy</b>	A policy on allegations of abuse against staff

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<b>Whistleblowing Policy</b>	A procedure to encourage employees to raise serious concerns, without fear of reprisal or victimisation
<b>Home/school agreement</b>	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example - home learning arrangements
<b>Spiritual Moral Social and Cultural policy</b>	Statement of policy with regard to Spiritual Moral Social and Cultural development including British values, Drugs, SRE, PSHE, RE & Collective worship
<b>Charging Policy</b>	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted. e.g. school publications, music tuition, trips
<b>Complaints Procedure</b>	Statement of procedures for dealing with complaints, which is included in the Prospectus
<b>Confidentiality Policy</b>	Statement regarding the confidentiality of information held by the school
<b>Curriculum Statement</b>	Content of the curriculum the school follows in each academic year for every subject
<b>Schools Financial Value Standard</b>	Statutory financial self-assessment
<b>Finance Policy</b>	A policy detailing the commitment to providing sound financial controls, to achieving value for money and to being worthy custodians of public money.
<b>Emergency Management Plan</b>	Emergency management plan including Fire, Bomb & Lock down procedures
<b>Business Continuity Plan</b>	Plan to maintain school services
<b>Governors' Allowance Policy</b>	Scheme for paying Governors expenses
<b>Governors Business Interests</b>	Record of Governors Business Interests
<b>Governors' Visits Policy</b>	Policy on nature & type of Governor Visits to school
<b>Health and Safety Policy and Risk Assessments</b>	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy

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<b>Premises management</b>	Schedule on Asbestos, Fire safety & statutory testing
<b>Appraisal Policy</b>	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Headteacher of the effectiveness of appraisal procedures
<b>Capability Policy</b>	Statement of procedure is to assist and support employees whose performance is causing concern to attain the standards required
<b>Staff Code of Conduct</b>	Statement of procedure for regulating conduct and discipline of school staff; and procedures by which staff may seek redress for grievance or harassment and bullying and procedure on managing staff absence
<b>Staffing Structure Document</b>	An organisation chart of the staffing at the school.
<b>Pay and rewards Policy</b>	A policy to ensure fairness for all staff and to demonstrate that they are valued equally and receive proper recognition for their work
<b>Curriculum Circulars and Statutory Instruments</b>	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education and Skills to the Headteacher or Governing Body relating to the curriculum
<b>Other non-statutory policies held by the school</b>	Educational Visits Policy
	Looked After Children Policy
	School Visitors' Policy
	Parent Information Booklet
	Staff Handbook
<b>Other curriculum policies held by the school</b>	Lettings policy
	Teaching and Learning policy
	Assessment & Marking policies
	Art & Design Policy

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	Design Technology Policy
	French Policy
	Geography Policy
	Academically More Able & Talented Policy
	History Policy
	Homework Home Learning Policy
	ICT Policy
	Literacy Policy
	Mathematics Policy
	Music Policy
	Physical Education Policy
	Science Policy
	Spelling policy