

Freedom of Information

Guide to information available from Goudhurst and Kilndown Church of England 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 and/or website)	
Who’s who in the school	Website	
Who’s who on the governing body / board of governors and the basis of their appointment	Website	

Instrument of Government	Hard Copy	3p per A4 sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	
Staffing structure	Hard Copy	3p per A4 sheet
School session times and term dates	Website	
Address of school and contact details, including email address.	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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	3p per A4 sheet
Capitalised funding	Hard Copy	3p per A4 sheet
Additional funding	Hard Copy	3p per A4 sheet

Procurement and projects	Hard Copy	3p per A4 sheet
Pay policy	Website	3p per A4 sheet
Staffing, pay and grading structure	Hard Copy	3p per A4 sheet
Governors' allowances	Hard Copy	3p per A4 sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <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 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	
Performance management policy and procedures adopted by the governing body.	Website	3p per A4 sheet
The school's future plans	Hard copy	3p per A4 sheet
Safeguarding and Child Protection Policies	Website	3p per A4 sheet

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	Website	
<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>	Hard Copy	3p per A4 sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	3p per A4 sheet
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies 	Website/hard copy	3p per A4 sheet

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Race Equality • Collective Worship • Behaviour Policy 	<p>Website/hard copy</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Freedom of Information Disclosure logs</p>	<p>Hard Copy</p>	<p>3p per A4 sheet</p>
<p>Asset register</p>	<p>Hard Copy</p>	<p>3p per A4 sheet</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Hard Copy</p>	<p>3p per A4 sheet</p>

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)	
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	
School publications, leaflets, books and newsletters	Website/Hard Copy	3p per A4 sheet

Contact Details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost* 3p
	Photocopying/printing @7p per sheet (colour)	Actual cost 7p
	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

Approved by FGB – January 2017

To be reviewed – January 2018