

Rolvenden Primary School



Freedom of Information Publication Scheme

| Policy Control | |
|--|--|
| Responsible Person: | James Tibbles Interim Headteacher |
| Responsible Governor Team: | |
| Date of issue & Approved by Governors: | November 2017 |
| Date due for Review: | November 2020 |
| Other relevant documents to read be in conjunction with this policy: | <ul style="list-style-type: none">• Data Protection• Acceptable Use for Staff |

Our school policies are written with the objective of continuously improving our school and realising our school's vision:

Rolvenden Primary School is a small school that makes a big difference by providing a nurturing learning environment where every child matters. Our school's core values of CREATE:

Creativity, Resilience, Engagement, Aspirations, Teamwork and ***Enjoyment*** encapsulates our ethos to enable every child to flourish, develop as an individual and CREATE a confident, life-long-learner and a responsible member of the community and wider world in which they live in.

Who We Are and What We Do (Organisational Information, Structures, Locations And Contacts)

| Information to be Published | How the information can be obtained | Cost |
|---|---|-------------------|
| Who's who in the school | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| Who's who on the governing body / board of governors and the basis of their appointment | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via Clerk to Governors | Free 10p/sheet |
| Instrument of Government | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via Clerk to Governors | Free 10p/sheet |
| Contact details for the Headteacher and for the governing body, via the school (named contacts where possible). | School Website: www.rolvenden.kent.sch.uk | Free |
| School prospectus (if any) | One copy per family when a child starts school One copy to prospective parents | Free Free |
| Staffing structure | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| School session times and term dates | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| Address of school and contact details, including email address. | School Website: www.rolvenden.kent.sch.uk | Free |

What We Spend and How We Spend It

| Information to be Published | How the information can be obtained | Cost |
|---|---|-----------|
| Annual budget plan and financial statements | Hard Copy: Request via Clerk to Governors | 10p/sheet |
| Capital funding | Hard Copy: Request via Clerk to Governors | 10p/sheet |
| Financial audit reports | Hard Copy: Request via Clerk to Governors | 10p/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. | Hard Copy: Request via Clerk to Governors | 10p/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). | KCC Website | Free |
| Pay policy | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>) | |
| Staffing, pay and grading structure. <i>The pay structure will be in salary ranges.</i> | Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>) | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |

What Are Our Priorities and How Are We Doing?

| Information to be Published | How the information can be obtained | Cost |
|--|--|---------------------------|
| Government Supplied Performance Data Ofsted Report Post-inspection action plan | School Website: www.rolvenden.kent.sch.uk Ofsted Website: www.ofsted.gov.uk Hard Copy: Request via School Office School Website: www.rolvenden.kent.sch.uk | Free Free 10p/sheet |
| Performance management policy and procedures adopted by the governing body. | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/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 | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |

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|-----------------------------------|--|-------------------|
| Safeguarding and child protection | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
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How We Make Decisions

| Information to be Published | How the information can be obtained | Cost |
|--|---|-------------------|
| Admissions policy/decisions (not individual admission decisions) – where applicable | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/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). | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via Clerk to Governors | Free 10p/sheet |

Our Policies and Procedures

| Information to be Published | How the information can be obtained | Cost |
|--|--|-------------------|
| School Policies including: <ul style="list-style-type: none"> • Finance • Children and Family • Curriculum • Human Resource • School Management • Other Statutory Documents | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| 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) | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| Charging regimes and policies. | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |

Lists and Registers

| Information to be Published | How the information can be obtained | Cost |
|--|---|------|
| Curriculum circulars and statutory instruments | Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>) | Free |
| Disclosure logs | Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>) | Free |
| Asset register | Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>) | Free |
| Any information the school is currently legally required to hold in publicly available registers | Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>) | Free |

The Services We Offer

| Information to be Published | How the information can be obtained | Cost |
|---|--|-------------------|
| Extra-curricular activities | School Website: www.rolvenden.kent.sch.uk | Free |
| Out of school clubs | School Website: www.rolvenden.kent.sch.uk | Free |
| Services for which the school is entitled to recover a fee, together with those fees (e.g. authorisation of a child's passport photo) | Request via School Office | Free |
| School publications | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free 10p/sheet |
| Leaflets, Letters and Newsletters | School Website: www.rolvenden.kent.sch.uk Hard Copy: Request via School Office | Free Free |

Additional Information

| Information to be Published | How the information can be obtained | Cost |
|-----------------------------|-------------------------------------|------|
| None | | |

Schedule of Charges

| Type of Charge | Description | Basis of Charge |
|-------------------|--|---|
| Disbursement Cost | Photocopying/printing (Black and White) @ 10p per sheet | Actual Cost: Paper, toner, electricity, personnel time |
| | Photocopying/printing (Colour) @ 50p per sheet | Actual Cost: Paper, toner, electricity, personnel time |
| | Postage | Actual Cost of Royal Mail 2 nd Class Delivery |