

Freedom of Information

Guide to information available from Crockham Hill C E 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 All assumed as black and white copying if colour required cost is 5p/sheet
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Who's who in the school	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Who's who on the governing body / board of governors and the basis of their appointment	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Instrument of Government / Articles of Association	By inspection Hard copy Contact school office	Free 2p/sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website www.crockhamhill.kent.sch.uk Hard copy	Free

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	Contact school office	2p/sheet
Staffing structure	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
School session times and term dates	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Address of school and contact details, including email address.	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
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)	How the information can be obtained	Cost All assumed as black and white copying if colour required cost is 5p/sheet
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy Inspection	2p/sheet Free
Capital funding	Hard copy	2p/sheet

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	Inspection	Free
Financial audit reports	Hard copy Inspection	2p/sheet Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy Inspection	2p/sheet Free
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 Inspection	2p/sheet Free
Pay policy	Hard copy Inspection	2p/sheet Free
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.	Inspection	
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.	Hard copy	2p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	2p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost All assumed as black and white copying if colour required cost is 5p/sheet
Current information as a minimum		

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<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Website www.crockhamhill.kent.sch.uk Hard copy Contact school office</p>	<p>Free</p> <p>2p/sheet</p>
Performance management policy and procedures adopted by the governing body.	<p>Hard copy Inspection</p>	<p>2p/sheet Free</p>
Performance data or a direct link to it	<p>Website www.crockhamhill.kent.sch.uk Hard copy Contact school office</p>	<p>Free</p> <p>2p/sheet</p>
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<p>Where appropriate on website www.crockhamhill.kent.sch.uk Hard copy Contact school office</p>	<p>Free</p> <p>2p/sheet</p>

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Safeguarding and child protection	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	How the information can be obtained	Cost All assumed as black and white copying if colour required cost is 5p/sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/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).	KLZ website for school families Inspection at school on website Hard copy	Free Free 2p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. 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 Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in	How the information can be obtained	Cost All assumed as black and white copying if colour required cost is 5p/sheet

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accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
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) 	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Charging Policy.	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	How the information can be obtained	Cost All assumed as black and white copying if colour required cost is 5p/sheet
Curriculum circulars and statutory instruments	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Disclosure logs	Not currently held	N/A
Asset register	By inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection	Free

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	Hard copy	2p/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	How the information can be obtained	Cost All assumed as black and white copying if colour required cost is 5p/sheet
Extra-curricular activities	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Out of school clubs	Website www.crockhamhill.kent.sch.uk Hard copy Contact school office	Free 2p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact school office	2p/sheet
School publications, leaflets, books and newsletters	Hard copy Contact school office Website www.crockhamhill.kent.sch.uk where published online	2p/sheet Free
Additional Information		

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This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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
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Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As appropriate	In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority