

Approved by:	Full Governing Body Date: 23.5.2019
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Reviewed:	April 2019
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Next review due :	April 2021
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## **Freedom of Information**

### **Guide to information available from St Peter in Thanet CE Junior School**

**At St Peter's we believe that all our Christian values stem from Love. The Love that God has for us, that we have for God and that we show each other**

#### **1. Introduction: what a publication scheme is and why it has been developed**

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; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which 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.

## **2. School Vision**

St Peter-in-Thamet is recognised by its community as an outstanding school, ranked top for its provision in education and services for its pupils.

### **Mission Statement**

Together we will provide a caring, secure and challenging environment, rooted in Christian beliefs, in which every child is valued and respected.

## **3. Categories of information published**

The publication scheme guides you for 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.

The classes of information that we undertake to make available are organised into seven classes:

- Who we are and what we do

- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

#### **4. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Website: [www.stpetersthanet.co.uk](http://www.stpetersthanet.co.uk)  
Email: [Office@stpetersthanet.co.uk](mailto:Office@stpetersthanet.co.uk)  
Tel: (01843) 861430  
Fax: (01843) 579102  
Address Grange Road St Peters Broadstairs Kent CT10 3EP

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, you can still contact the school to ask if we have it.

#### **5. 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 in section 6. 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.

Signed (Chair/Headteacher) .....

Date .....

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	Hard copy – school office	10p/sheet
Who's who on the governing body and the basis of their appointment	Hard copy – clerk to govts Website	10p/sheet Free
Instrument of Government	Hard copy – clerk to govts	10p/sheet

Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy – school office Website	10p/sheet free
School prospectus	Hard copy and website	Free
Staffing structure	Hard copy – school office	10p/sheet
School session times and term dates	Hard copy – school office Website	10p/sheet 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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy - Finance office	10p/sheet
Capitalised funding	Hard copy - Finance office	10p/sheet
Financial Audit Reports	Hard copy - Finance office	10p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent 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 (e.g. Local Authority or Diocese)	Hard copy - Finance office	10p/sheet
Pay policy	Hard copy - Finance office Copy can be emailed	10p/sheet
Staff allowances and expenses that can be insured or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic annual salary is at least £60,000 per annum) by reference to	Hard copy - Finance office	10p/sheet

categories		
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		
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy - Clerk to Governors	10p/sheet
<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		
<ul style="list-style-type: none"> <li>• Government supplied performance data or a direct link</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post inspection plan</li> <li>• Section 48 Inspection report</li> </ul>	Hard copy – school office Website	10p/sheet Free
Performance management policy and procedures adopted by the governing body.	Hard copy – school office Copy can be emailed	10p/sheet
Performance data or a direct link to it	Website	
Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in status,	Hard copy – school office	10p/sheet
Safeguarding and Child Protection procedures	Hard copy – school office	10p/sheet
<b>Class 4 – How we make decisions</b>	(hard copy or website)	

(Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy – school office Website	10p/sheet Free
Agendas and minutes of meetings of the governing body and its committees (NB this will exclude information that is properly regarded as confidential to the meetings)	Hard copy - Clerk to Governors Copies can be emailed	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only Charging & Remissions Policy Discipline & Behaviour Policy Relationships & Sex Education Policy SEN Policy Supporting Pupils with medical conditions Teacher Appraisal Policy Capability of staff Teacher's Performance Related Pay Policy Staff Discipline, Conduct and Grievance Data Protection Policy Health and Safety Policy Admission arrangements and criteria	Hard copy – school office Copies can be emailed	10p/sheet

Accessibility Plan Complaints Policy Governors' Allowance Policy Safeguarding Policy Statement of Procedures for dealing with allegations of abuse against staff Equality and Racial Equality Policies		
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> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copies available from school office	10p/sheet
<ul style="list-style-type: none"> <li>• Charging and Remissions policy</li> </ul> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	Hard copies available from school office Copy can be emailed	10p/sheet
<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	Available from office	Free

Freedom of Information Disclosure Log	Available from office	10p/sheet
Asset register	Hard copy – available from Business Manager for inspection only	Free
Any information the school is currently legally required to hold in publicly available registers		
<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	(hard copy or website; some information may only be available by inspection)	
Extra curricular services	Hard copy – school office Website	Free
Out of school clubs	School Office	Free
School publications Information Leaflets, target setting, reading booklet, maths booklet, school brochure	Hard copy – school office Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – school office Website	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
<b>School Brochure</b>		

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**Contact details:**  
**St Peter in Thanet CE Junior School**  
**Grange Road**  
**Broadstairs**  
**Kent CT10 3EP**  
**Tel (01843) 861430**

#### 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 *
	Photocopying/printing per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

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\* the actual cost incurred by the public authority