

Chevening (St Botolph's) CE Primary School



Freedom of Information Policy

This policy was reviewed: SPR 2022

Governor Approval: 09.02.22

Review Date: SPR 2024

Resources Committee

This is Chevening (St. Botolph's) C.E. Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this Scheme.

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 on our school website (www.chevening.kent.sch.uk) or in paper form from the school office.

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. Aims and Objectives

In line with our Biblical Vision (Matthew 13: 31-32), the school aims to provide an excellent education and to

- Be true to Christ and His teachings.

- Be known for kind and thoughtful actions and attitudes.

- Be inclusive in serving, sharing and showing God's love to benefit all.

Within this context, we have developed this publication scheme.

3. Categories of information published

The publication scheme 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'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas.

- **School Prospectus** – information published in the school prospectus.
- **Governors' Documents** – information published in the Governors' Annual Report and in other governing body documents.
- **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- **School Policies and other information related to the school** - information about policies that relate to the school in general.

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 or letter. Contact details are set out below.

Email: office@chevening.kent.sch.uk

Tel: **01732 452895**

Contact Address: **Chevening (St Botolph's) CE Primary School, Chevening Road, Chipstead, Sevenoaks, KENT, TN13 2SA**

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 and isn't on our website, 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.

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 next to the item in section 6.

6. Guide to information available from Chevening (St. Botolph's) C.E. Primary School

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	School Website (www.chevening.kent.sch.uk)	-
Who's who on the governing body and the basis of their appointment	School Website	-
Instrument of Government	Office	£1.50
Contact details for the Head teacher and for the governing body	School Website	-
School prospectus	Office	-
Staffing structure	School Website	-
School session times and term dates	School Website Office	- -
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Office	£1.50
Capitalised funding	Office	£1.50
Additional funding	Office	£1.50
Procurement and projects	Office	£1.50
Pay policy	Office	£1.50
Staffing and grading structure	Office	£1.50
Governors' allowances	Office	£1.50

Class 3 – What our priorities are and how we are doing		
School profile <ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> Summary full report SIAMS Report 	School Website	-
Appraisal policy and procedures adopted by the governing body.	Office	£2.50
Schools future plans (School Improvement Plan)	Office	£2.50
Class 4 – How we make decisions (hard copy or website)		
Admissions policy/decisions (not individual admission decisions)	School website	-
Agendas of meetings of the governing body and its sub-committees	Office	£1.50
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings.	Office	£1.50
Class 5 – Our policies and procedures		
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Complaints procedure Staff conduct policy Discipline and grievance policies 	Office	£1.50

Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home School agreement • Health and safety policy • Curriculum statement • Sex Education policy • Special Educational Needs report • Accessibility Plans • Safeguarding Policy • Collective worship • Behaviour • Anti-bullying • Equality and Diversity (including Equal Opportunities) policies 	School website	-
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) 	Office	£1.50
Charging policy	School Website	-
Class 6 – Lists and Registers		
Any information the school is currently legally required to hold in publicly available registers.	Office	Inspection only

Class 7 – The services we offer		
Extra-curricular activities	Office	-
Out of school clubs	Office	-
Leaflets and newsletters	Office	-

Contact details:

Headteacher: Miss K. Minnis
 Tel: 01732 452895
headteacher@chevening.kent.sch.uk

Secretary: Miss K. Derby
 Tel: 01732 452895
office@chevening.kent.sch.uk

School Website: www.chevening.kent.sch.uk

Costs

Costs are due to photocopying, printing, and postage costs incurred.

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the Scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

**Chair of Governors,
C/O Chevening (St. Botolph's) CE Primary School
Chevening Road,
Chipstead
Sevenoaks
KENT
TN13 2SA**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. It can be contacted by writing to:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Telephone Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Website : www.informationcommissioner.gov.uk