



"Where children come first"

Freedom of Information Publication Scheme

Version: 1.01

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APPROVAL & ADOPTION

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

11th July 2018

UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	12/07/17	First Version post de-Federation
1.01	16/05/18	Full review and update

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Freedom of Information Publication Scheme

(Information available under the Freedom of Information Act 2000)

The Governing Body is responsible for the maintenance of this scheme.

This publication scheme commits Aylesham Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held at both schools.

The scheme commits the schools:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information that is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

1. Who we are and what we do

Organisational information, locations and contacts.

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

4. How we make decisions

Decision making processes and records of decisions.

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

6. Lists and Registers.

Currently maintained lists and registers only (this does not include the attendance register).

7. The Services that we Offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

- Aylesham Primary School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- Where it is within the capability of a school, information will be provided on a website.
- Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.
- In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

- The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Aylesham Primary School for routinely published material will be justified and transparent and kept to a minimum.
- Material which is published and accessed on a website will be provided free of charge.
- Charges may be made for information subject to a charging regime specified by Parliament.
- Charges may be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information
- Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

- If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Classes of Information

Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts <i>This will be current information only</i>		
Information to be published	How the information can be obtained	Cost £
Who's who in the school	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Who's who on the Governing Body and the basis of their appointment	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Instrument of Government / Article of Association	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Contact details for the Headteacher and for the Governing Body, via the school (named contacts where possible)	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
School Prospectus (if any)	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Annual Report (if any)	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Staffing structure	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
School session times and term dates	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule

Address of school and contact details, including email address.	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
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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

Information to be published	How the information can be obtained	Cost £
Annual budget plan and financial statements	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Capital Funding	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Financial Audit Reports	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Details of Expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
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: Contact the School Office	Price per copy / postage fee as per charging schedule
Pay Policy <ul style="list-style-type: none"> Pay & Reward Policy 	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Staff Allowances and Expenses that can be incurred or claimed with totals paid to individual senior leadership staff members (Senior Leadership Team or equivalent, who basic actual salary is at least £60,000 per annum) by reference to categories. <ul style="list-style-type: none"> Pay & Reward Policy 	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
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: Contact the School Office	Price per copy / postage fee as per charging schedule

Governors' Allowances that can be incurred or claimed, and a record of total payments made to individual Governors	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
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Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Current information as a minimum

Information to be published	How the information can be obtained	Cost £
<p>School Profile</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.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
Performance Management Policy and procedures adopted by the Governing Body.	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
Performance Data or a direct link to it	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</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>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
Safeguarding and Child Protection	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>

Class 4 - How we make decisions

Decision making processes and records of decisions

Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost £
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Agendas and minutes of meetings of the governing body and its committees. <i>(NB this will exclude information that is properly regarded as private to the meetings).</i>	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule

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 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.

Information to be published	How the information can be obtained	Cost £
<p>School policies including:</p> <ul style="list-style-type: none"> • Appraisal • Capability • Complaints • Equality • Finance • Fire Strategy & Emergency Evacuation Plan • Freedom of Information • Governing Body Instrument of Government • Governor Allowances • Governor Code of Conduct • Governor Visits • Grievance • Health & Safety • Lone Working • Management of Staff Absence: Ill Health • Management of Staff Absence: Special Leave • Managing Allegations against Staff • Managing Occupational Road Risk • Pay & Reward • School Emergency Management & Business Continuity Plan • School Improvement Plan • School Travel Plan • Smoking and e-Cigarette • Staff Code of Conduct/Core Values • Staff Discipline & Conduct • Staff ICT Acceptable Use • Staff Supervision • Whistleblowing 	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>

<p>Pupil and curriculum policies/documents, including:</p> <ul style="list-style-type: none"> • Accessibility • Admissions • Attendance • Behaviour Principle Statement • Behaviour Management • Bullying • Collective Worship • Early Years Foundation Stage • Educational Visits • Home-school Agreement • On-Line Safety • Marking • PE & Sport (including PE Premium) • Pupil Premium • Safeguarding/Child Protection • School Food • SEN&D (Special Educational Needs & Disability) & Report • Sex & Relationships (SRE) Education • Supporting Pupils with Medical Conditions 	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection Policy, Document Retention Schedule and Privacy Notices • FOI Publication Scheme 	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
<p>Charging regimes and policies:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <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>	<p>Website: www.aylesham.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>

Class 6 - Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost £
Curriculum circulars and statutory instruments	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Disclosure logs	Inspection Only: Contact the School Office	FREE
Asset register	Inspection Only: Contact the School Office	FREE
Any information the school is currently legally required to hold in publicly available registers	Inspection Only: Contact the School Office	FREE

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

Information to be published	How the information can be obtained	Cost £
Extra-curricular activities	Inspection Only: Contact the School Office	FREE
Out of school clubs	Inspection Only: Contact the School Office	FREE
Services for which the school is entitled to recover a fee, together with those fees <ul style="list-style-type: none"> • Lettings Policy • Community Use Agreement 	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
School publications, Leaflets, Books and Newsletters	Website: www.aylesham.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule

Additional Information

Information to be published

How the information can be obtained

**Cost
£**

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

CONTACT DETAILS

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

Website:	www.aylesham.kent.sch.uk
E-mail:	sbm@aylesham.kent.sch.uk
Tel:	01304 840392
Contact Address:	Aylesham Primary School Attlee Avenue Aylesham Canterbury Kent CT3 3BS

To help us process your request quickly, please clearly mark and correspondence:

"FOI PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you're looking for isn't available via the scheme and it isn't on our website, you can still contact the school to ask if we have it.

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 @ 0.01p per sheet (black & white)	Actual cost 0.0025000p per sheet *
	Photocopying/printing @ 0.10p per sheet (colour)	Actual cost 0.0250000p per sheet *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority