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Freedom of Information Act 2000

Information available from Weald Community Primary School under the model publication scheme

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| **Information to be published** | **How you can obtain the information** | **Cost** |
| **Class 1 - Who we are and what we do**  Information about us; our structures, locations and contacts  Current information only | Website: [www.weald.kent.sch.uk](http://www.weald.kent.sch.uk)  Hard copy:  School Office  Tel: 01732 463307  Email: [office@weald.kent.sch.uk](mailto:office@weald.kent.sch.uk) | Free  10p per sheet |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address | As above | As above |
| Head teacher’s contact details | As above | As above |
| Who’s who in the school | As above | As above |
| Who’s who on the governing body / board of governors and selection criteria for appointment  Governing body’s contact details | As above | As above |
| Instrument of Government / Articles of Association | School Office only | 10p per sheet |
| School prospectus | Not applicable |  |
| School session times and term dates | Website and school office | Free  10p per sheet |
| **Class 2 – What we spend and how we spend it**  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum | School office only | 10p per sheet |
| Annual budget and financial statements | School office only | As above |
| Capital funding | School office only | As above |
| Financial Audits reports | School office only | As above |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | School office only | As above |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range | School office only | As above |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | School office only | As above |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors | School office only | As above |
| Procurement and contracts we have entered into | School office only | As above |
| Details of any premiums we receive such as Pupil premium. | School office only | As above |
| **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 | Website & School Office | Free  10p per sheet |
| Annual Report (if any) | School Office only | 10p per sheet |
| Latest reports from regulators (Ofsted)   - Summary  - Full report   * - Post-inspection action plan | Website | Free |
| Exam and assessment results | Website | Free |
| Performance tables | Website | Free |
| The school’s future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status. | Website | Free |
| School profile and performance data supplied to the English Government (or a direct link to the data) | Website | Free |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | School Office only | 10p per sheet |
| **Class 4 – How we make decisions**  Decision making processes and records of decisions  Current and previous three years as a minimum | School office only | 10p per sheet |
| Admissions policy and, where applicable, admission decisions *(eg application numbers/patterns of successful applicants, including criteria on which applications were successful)* | Website and School Office | Free  10p per sheet |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it. | School Office only | 10p per sheet |
| **Class 5 – Our policies and procedures**  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only | Website and School Office | Free  10p per sheet |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | Website and School Office | As above |
| Safeguarding and child protection, including protecting children’s personal data | Website and School Office | As above |
| Equality and Diversity  (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998) | Website and School Office | As above |
| Policies and procedures relating to recruitment and human resources | Website and School Office | As above |
| Special educational needs | Website and School Office | As above |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Website and School Office | As above |
| Pay Policy | School Office only | 10p per sheet |
| Records management (Information security policies   * Records retention, destruction and archive policies)   Data protection (including information sharing and CCTV usage policies) | School Office only  School Office only | 10p per sheet  10p per sheet |
| Charging regimes and policies | Website and School Office | Free  10p per sheet |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only (this does not include the attendance register) | By inspection only |  |
| Curriculum circulars and statutory instruments | Website | Free |
| CCTV  Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | By inspection only |  |
| Disclosure logs, ie information provided in response to FOIA/EIR requests | By inspection only |  |
| Asset register and Information Asset register | By inspection only |  |
| Any information we are currently legally required to hold in publicly available registers | By inspection only |  |
| **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 | Website and School Office | Free  10p per sheet |
| Extra-curricular activities | Website and School Office | Free  10p per sheet |
| Out of school clubs | Website and School Office | Free  10p per sheet |
| Services for which we are entitled to recover a fee, together with those fees | Website and School Office | Free  10p per sheet |
| Requests for paper copies of information | School Office only | 10p per sheet |
| Our publications, leaflets, books and newsletters | School Office only | 10p per sheet |
| **Additional Information**  Any 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.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying/printing @ .10.p per sheet (black & white) | Costs of paper, printing and maintenance of photocopying/printing facilities |
|  | Photocopying/printing @ .15.p per sheet (colour) | As above |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation |
|  |  |  |
| **Other** |  |  |