



Freedom Of Information Policy

Date of Policy Issue:		March 2017
Review Date:		March 2019
Name of Responsible Manager/Headteacher:		Julie Mullane
Signature of Responsible Manager/Headteacher		
Signature of Chair of Governors		
Date:		

Issue number		1.1
Changes:		<ul style="list-style-type: none"> • Inclusion of row about expenditure > £2000 • Inclusion of row about Staff allowances and expenditure • Inclusion of row about services for which the school is entitled to recover a fee • Inclusion of cost column <p>All to reflect latest version of Schools FOI template published by the Information Commissioner.</p>

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do	(hard copy and/or website)	
Who's who in the school	School website www.kingsworthy.hants.sch.uk	Free
Who's who on the governing body / board of governors and the basis of their appointment	School website www.kingsworthy.hants.sch.uk	Free
Instrument of Government / Articles of Association	From school office	5p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	adminoffice@kingsworthy.hants.sch.uk Kings Worthy Primary School, Church Lane, Kings Worthy, SO23 7QS 01962 881410	
School prospectus	School website www.kingsworthy.hants.sch.uk	
Staffing structure	From school office	
School session times and term dates	School website www.kingsworthy.hants.sch.uk	
Address of school and contact details, including email address.	adminoffice@kingsworthy.hants.sch.uk Kings Worthy Primary School, Church Lane, Kings Worthy, SO23 7QS 01962 881410	
Class 2 – What we spend and how we spend it	(hard copy and/or website)	

Annual budget plan and financial statements	From School Office http://www3.hants.gov.uk/education/schools/budgetshares/	
Capital funding	From School Office	
Financial audit reports	From School Office	
Details of expenditure items >£2000 – published at least annually	From School Office	
Procurement and contracts	From School Office	
Pay policy	From School Office	
Staff allowances and expenses that can be incurred or claimed	From School Office	
Staffing, pay and grading structure.	From School Office	
Governors' allowances	From School Office	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Performance data • The latest Ofsted report / - Summary - Full report • Post-inspection action plan 	School website www.kingsworthy.hants.sch.uk	
Performance management policy and procedures adopted by the governing body.	From school office	

Performance data or a direct link to it	School website www.kingsworthy.hants.sch.uk	
The school's future plans;	School website www.kingsworthy.hants.sch.uk	
Safeguarding and child protection	School website www.kingsworthy.hants.sch.uk	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	School website www.kingsworthy.hants.sch.uk	
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).	From school office	
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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) 	From school office	
School Policies, including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality policy	School website www.kingsworthy.hants.sch.uk	
Pupil and curriculum policies, including:	School website	

Home-school agreement Sex education Special Educational Needs and Disabilities Accessibility Behaviour	www.kingsworthy.hants.sch.uk	
Class 6 – Lists and Registers 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	From School office	
Disclosure logs	From School office	
Asset register	From School office	
Any information the school is currently legally required to hold in publicly available registers	From School office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website www.kingsworthy.hants.sch.uk	Free
Out of school clubs	School website www.kingsworthy.hants.sch.uk	Free
Services for which the school is entitled to recover a fee, together with those fees.	From School Office	
School publications, leaflets, books and newsletters	School website www.kingsworthy.hants.sch.uk or from School Office	Free

Additional Information		
Performance Tables	www.education.gov.uk/performance tables	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class