

# Sandown Primary School & Nursery

## Freedom of Information



Policy Contact Person	Mr Charlie Lindsay
Review Frequency	Tri-Annually
Signed by Approver	
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## Freedom of Information Scheme

**Guide to information available from Sandown Primary School under the model publication 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 ICO would expect schools to make the information in this document available unless:  
we do not hold the information;*
- *the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;*
- *the information is archived, out of date or otherwise inaccessible; or,*
- *it would be impractical or resource-intensive to prepare the material for routine release.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services as set out in section 4 below.

### **2. 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 or you can visit our website at <http://sandown.school>

Contact Address: **Sandown Primary School, The Ridge, Hastings, East Sussex, TN34 2AA**

Email: [office@sandown.school](mailto:office@sandown.school) **01424 436983.**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

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.

### **3. 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 4. 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.

### **4. Classes of Information Currently Published**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Hard copy through the school office or the school website	Free
<b>• Instrument of Government</b> The Instrument of Government is the document which records the name and category of the school and the name and constitution of its Governing Body.  <b>• Governing Body</b> The names, and contact details of the Governors are available and the basis on which they have been appointed.	Hard copy through the school office or the school website	Free
<b>• School session times and term dates</b> Details of school session times and dates of school terms and holidays.  <b>• School prospectus</b>  <b>• Location and contact information</b> The address, telephone number and website for the school together with the names of key personnel.	Hard copy through the school office or the school website	Free

<p><b>Class 2 - What we spend and how we spend it</b>  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>	Hard copy through the school office	Free
<ul style="list-style-type: none"> <li>• <b>Annual budget plan and financial statements</b>  Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</li> <li>• <b>Capital funding</b>  Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</li> <li>• <b>Financial Audits reports</b></li> <li>• <b>Details of expenditure items over £2,000</b></li> <li>• <b>Additional Funding</b>  Income generation schemes and other sources of funding.</li> <li>• <b>Procurement and contracts</b>  Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</li> <li>• <b>Governors' allowances</b>  Details of allowances and expenses that can be claimed or incurred.</li> <li>• <b>Pay policy</b>  The statement of the school's policy and procedures regarding teachers' pay.</li> <li>• <b>Staff pay</b>  Details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range</li> <li>• <b>Staff allowances and expenses</b>  Details of what can be incurred or claimed, with totals paid to individual senior staff members</li> </ul>	Hard copy through the school office	Free

<ul style="list-style-type: none"> <li>• <b>Governors' allowances</b> Details of allowances and expenses that can be claimed or incurred.</li> <li>• <b>Procurement and contracts entered into</b></li> <li>• <b>Details of any premiums we receive such as Pupil premium.</b></li> </ul>		
<p><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</p>	Hard copy through the school office or the school website	Free
<ul style="list-style-type: none"> <li>• <b>School profile</b> Government-supplied performance data Summary of latest Ofsted report* The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community. (* the full Ofsted report is also available.)</li> <li>• <b>Performance management information</b> Performance management policy and procedures adopted by the governing body.</li> <li>• <b>Schools future plans</b> Any major proposals for the future of the school involving, for example, consultation or a change in school status.</li> <li>• <b>Safeguarding</b> The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</li> <li>• <b>Impact assessments</b> Data Protection impact assessments (in summary format) or any other impact assessment (e.g. Health &amp; Safety Impact Assessment, Equality Impact Assessments etc)</li> </ul>	Hard copy through the school office or the school website	Free

<p><b>Class 4 - How we make decisions</b> Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	<p>Hard copy through the school office</p>	<p>Free</p>
<p>• <b>Admissions policy / decisions</b> The school’s admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) if this information is held by the school.</p> <p>• <b>Minutes of meetings of the Governing body and its sub-committees</b> Approved minutes will be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p>Hard copy through the school office or the school website</p>	<p>Free</p>
<p><b>Class 5 - Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Hard copy through the school office or the school website</p>	<p>Free</p>
<p>• <b>School policies</b> This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.</p> <p>• <b>Pupil and Curriculum policies</b> This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship and pupil discipline.</p> <p>• <b>Records management and personal data policies</b> This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>	<p>Hard copy through the school office or the school website</p>	<p>Free</p>

<ul style="list-style-type: none"> <li>• <b>Equality and Diversity</b> This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</li> <li>• <b>Policies and procedures for the recruitment of staff</b> If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</li> <li>• <b>Charging regimes and policies</b> Details of any statutory charging regimes will be provided.</li> </ul>		
<p><b>Class 6 - Lists and registers</b> Currently maintained list and registers only.</p>	Hard copy through the school office	Free
<p><b>Curriculum circulars and statutory instruments</b> Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> <li>• <b>Disclosure logs</b> Disclosure logs can be made available on request.</li> <li>• <b>Asset register</b> Some information from capital asset registers will be made available.</li> <li>• <b>CCTV</b> Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf</li> <li>• <b>Any information the school is currently legally required to hold in publicly available registers.</b></li> </ul>	Hard copy through the school office	Free
<p><b>Class 7 - The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>	Hard copy through the school office or the school website	Free
<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other</p>	Hard copy through the school office or the school website	Free

classes. Examples of services that could be included here are:		
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- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters.**

*Our website is at <http://sandown.school>*

## **5. 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 the **Headteacher**.

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.

They can be contacted at:  
Information Commissioner's Office  
Wycliffe House  
Water Lane, Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

**Website: [www.ico.gov.uk](http://www.ico.gov.uk)**