

# Freedom of Information

## Guide to information available from Eastchurch Primary School and the Little Owls Nursery under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p> <p>Hard Copy – Prospectus available from School Office</p>	<p>Free</p> <p>Free</p>
<p>Who's who in the school</p>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p> <p>Hard Copy – Prospectus available from School Office</p>	<p>Free</p> <p>Free</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Governing Body Information pack</p>	<p>10p/sheet</p>
<p>Instrument of Government</p>	<p>Governing Body Information pack</p>	<p>10p/sheet</p>
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</p>	<p>Governing Body Information pack</p>	<p>10p/sheet</p>
<p>School prospectus</p>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p>	<p>Free</p>

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	<a href="#">Hard Copy – Prospectus available from School Office</a>	Free
Annual Report		
Staffing structure		
School session times and term dates	<a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a>	Free
	<a href="#">Hard Copy – Prospectus available from School Office</a>	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum	School secretary on request	10p/sheet
Annual budget plan and financial statements	School secretary on request	10p/sheet
Capitalised funding	School secretary on request	10p/sheet
Additional funding	School secretary on request	10p/sheet
Procurement and projects	School secretary on request	10p/sheet
Pay policy	School secretary on request	10p/sheet
Staffing and grading structure	School secretary on request	10p/sheet
Governors' allowances	Policy available in school. Other information available from Clerk to Governors upon request	10p/sheet

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> <li>Government supplied performance data</li> </ul> <p>The latest Ofsted report</p> <ul style="list-style-type: none"> <li>Summary</li> <li>Full report</li> </ul>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p>	
<ul style="list-style-type: none"> <li>Performance management policy and procedures adopted by the governing body.</li> </ul>	<p>School secretary on request</p>	
<p>Schools future plans</p>	<p>School secretary on request</p>	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>School secretary on request</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>School secretary on request</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services)</p>		

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and responsibilities)		
Current information only		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p> <p>Hard copies available from the office on request</p>	<p>Free</p> <p>10p/sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Teaching and Learning</li> <li>• Sex and Relationship education</li> <li>• Special Educational Needs</li> <li>• Collective Worship</li> <li>• Behaviour Policy</li> </ul>	<p><a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a></p> <p>Hard copies available from the office on request</p>	<p>Free</p> <p>10p/sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Hard copies available from the school office on request</p>	<p>10p/sheet</p>
<ul style="list-style-type: none"> <li>• Charging regimes and policies.</li> </ul> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published.</p>	<p>Hard copies available from the school office on request</p>	<p>10p/sheet</p>

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They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments		
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	Inspection only	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Extra-curricular activities	<a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a>  Hard copies available from the office on request	
Out of school clubs	<a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a>  Hard copies available from the office on request	

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School publications	<a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a>	Hard copies available from the office on request
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	<a href="http://www.eastchurch.kent.sch.uk">www.eastchurch.kent.sch.uk</a>	Hard copies available from the office on request

### 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
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority