



Bethersden Primary School

Dedicated to Excellence

Freedom of Information

January 2018
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This is Bethersden Primary School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

Introduction

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 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 model scheme for schools approved by the Information Commissioner.

Aims and Objectives

Our aim is to create a secure, caring, ordered and stimulating environment in which all children can reach their full potential. We expect our pupils to be polite and courteous to each other as well as to adults and visitors to the school. Children should conduct themselves in a civilised way and demonstrate tolerance to others.

As a village school, we value our links with the local community and acknowledge that the different organisations, including the school, can be mutually supportive.

We aim to assist in the all round development of the child; intellectually, spiritually, morally, socially and physically.

Children achieve higher standards when there is an understanding and supportive partnership between home and school. We operate an open door policy and welcome parents into the school.

While being sensitive and supportive to the needs of those children experiencing learning difficulties we are also keen to extend the learning and achievements of the more able.

We have high expectations for our children.

All staff are committed to ensuring that children in their care are safe and secure

during their time at Bethersden Primary School. It is therefore essential that parents keep staff informed of any changes in home circumstances.

This publication scheme is a means of showing how we are pursuing these aims.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus - information published in the school prospectus.
- School Profile and other information relating to the governing body - information published in the School Profile and in other governing body documents.
- Pupils and Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the school - information about policies that relate to the school in general.

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.

Email: Office@bethersden.kent.sch.uk
Tel: 01233 820479
Fax: 01233 820646
Address: School Rd, Bethersden
TN26 3AH

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

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.

5. 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. 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.

Classes of Information Currently Published

Information to be published. This includes datasets where applicable - please see “How to complete the Guide to Information”.	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hardcopy or website
Who’s who in the school	Hardcopy or website
Who’s who on the governing body / board of governors and the basis of their appointment	Hardcopy or website
Instrument of Government / Articles of Association	Hardcopy or website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hardcopy or website
School prospectus (if any)	Hardcopy or website
Staffing structure	Hardcopy or website
School session times and term dates	Hardcopy or website
Address of school and contact details, including email address.	Hardcopy or website
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	
Annual budget plan and financial statements	Hardcopy
Capital funding	Hardcopy
Financial audit reports	Hardcopy
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hardcopy



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).	Hardcopy
Pay policy	Hardcopy or website
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hardcopy
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.	Hardcopy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy
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	
In all cases: <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 - Summary - Full report • Post-inspection action plan 	hard copy or website
Performance management policy and procedures adopted by the governing body.	hard copy or website
Performance data or a direct link to it	hard copy or website



<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>	<p>hard copy or website</p>
<p>Safeguarding and child protection</p>	<p>hard copy or website</p>
<p>Class 4 - How we make decisions (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) - where applicable</p>	<p>hard copy or website</p>
<p>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).</p>	<p>hard copy or website</p>
<p>Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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.</p>	<p>hard copy or website</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>hard copy</p>
<p>Charging regimes and policies.</p> <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>hard copy or website</p>



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	hardcopy
Disclosure logs	hardcopy
Asset register	hardcopy
Any information the school is currently legally required to hold in publicly available registers	hardcopy
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	
Extra-curricular activities	hard copy or website
Out of school clubs	hard copy or website
Services for which the school is entitled to recover a fee, together with those fees	hard copy or website
School publications, leaflets, books and newsletters	hard copy or website

¹ Some information might be confidential or otherwise exempt from the publication by law - we cannot therefore publish this

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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, Bethersden Primary School, School Rd, Bethersden, Kent, TN26 3AH

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,
Wycliffe House,
Water Lane,
Wilmslow, Cheshire,
SK9 9AF

or

Tel. Enquiry: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk
Website : www.informationcommissioner.gov.uk
