

BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL



Freedom of Information Policy

Reviewed: June 2024

Next review date: Term 6 2026

Ratified by the FGB:

Freedom of Information

Guide to information available from Boughton under Blean and Dunkirk Methodist Primary School under the model publication scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Boughton under Blean and Dunkirk Methodist Primary School without modification and will be valid until further notice.

This publication scheme commits a school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

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Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
This will be current information only		
Who's who in the school	Website Prospectus Noticeboard	
Who's who on the governing body / board of governors and the basis of their appointment	Website Prospectus Noticeboard	
Instrument of Government / Articles of Association	Hardcopy	7p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Prospectus	
School prospectus (if any)	Website Hardcopy	
Annual Report (if any)	Website Prospectus Noticeboard	

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Staffing structure	Website Prospectus Hardcopy	7p per page
School session times and term dates	Website (free of charge) Prospectus Noticeboard	
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	Appropriate information available on request	
Capital funding	Appropriate information available on request	
Financial audit reports	Appropriate information available on request	
Details of expenditure items over £2000 – published at least annually but at a more frequent	Appropriate	

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quarterly or six-monthly interval where practical.	information available on request	
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).	Appropriate information available on request	
Pay policy	Hardcopy available on request	7p per page
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.	Appropriate information available on request	
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.	Appropriate information available on request	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Appropriate information available on request	
Class 3 – What our priorities are and how we are doing		

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(Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
School profile (if any) <ul style="list-style-type: none"> • Performance data • The latest Ofsted report • Post-inspection action plan 	Website Hardcopy available on request	7p per page
Performance management policy and procedures adopted by the governing body.	Hardcopy available on request	7p per page
Performance data or a direct link to it	Website Hardcopy available on request	7p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website Hardcopy available on request	7p per page
Safeguarding and child protection	Website Hardcopy available on request	7p per page

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Class 4 – How we make decisions		
(Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website Hardcopy available on request	7p per page
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).	Website Hardcopy available on request	7p per page
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
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.		

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<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>Website Hardcopy available on request</p>	<p>7p per page</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>Website Hardcopy available on request</p>	<p>7p per page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Asset register</p>	<p>Website Hardcopy available on request</p>	<p>7p per page</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Website Hardcopy available</p>	<p>7p per</p>

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	on request	page
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	Website Hardcopy available on request	7p per page
Out of school clubs	Website Hardcopy available on request	7p per page
School publications, leaflets, books and newsletters	Website Hardcopy available on request	7p per page
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
n/a		

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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	Contact details: Mr Simon Way, Headteacher School Lane Boughton under Blean Kent, ME13 8AW Tel: 01227 751431 Email: office@bad.kent.sch.uk
Disbursement cost	Photocopying/printing @ 7p per sheet (black & white)	Actual cost *	
	Photocopying/printing @ 17p per sheet (colour)	Actual cost	
	Postage	Actual cost of Royal Mail standard 2 nd class	
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)	
Other			