

BOUGHTON-UNDER-BLEAN & DUNKIRK METHODIST PRIMARY SCHOOL



Reviewed: September 2017
Next Review Date: May 2019

Freedom of Information Policy

Guide to information available from Boughton-under-Blean & Dunkirk Methodist Primary School
under the [model publication scheme](#)*

Signed.....Chair of Governors

*link to: <http://www.kelsi.org.uk/running-a-school/data-and-reporting/access-to-information/freedom-of-information-act>

'Dream, Believe, Achieve Together'

We aspire for all our children to become confident, happy and caring individuals who achieve personal success and develop a love of learning and a life built upon our school values.

Boughton-under-Blean & Dunkirk is a Methodist Primary School and our Methodist values are at the heart of everything we do.

- Forgiveness
- Friendship
- Trust
- Justice
- Perseverance

These are then underpinned by our learning values.

- Communication
- Independence
- Aspiration
- Engagement

Our whole school ethos is built upon and guided by them. Every school policy is written with this in mind.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website Prospectus Noticeboard	5p per page
Who's who in the school	Website Prospectus Noticeboard	
Who's who on the governing body and the basis of their appointment	Website Prospectus Noticeboard	
Instrument of Government	Hardcopy	5p per page
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website Prospectus	
School prospectus	Website Hardcopy	Free
Annual Report	See Prospectus	Free
Staffing structure	Website Prospectus Noticeboard	
School session times and term dates	Website Prospectus Hardcopy	Free

<p>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)</p> <p>Current and previous financial year as a minimum</p>	Appropriate information available on request	
Annual budget plan and financial statements	Appropriate information available on request	
Capitalised funding	Appropriate information available on request	
Additional funding	Appropriate information available on request	
Procurement and projects	Appropriate information available on request	
Pay policy	KLZ Hardcopy available on request	5p per page
Staffing and grading structure	Appropriate information available on request	
Governors' allowances	KLZ Hardcopy available on request	5p per page
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website Hardcopy available from school office on request	5p per page

Performance management policy and procedures adopted by the governing body.	KLZ Hardcopy available on request	5p per page
Schools future plans		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hardcopy	5p per page
Agendas of meetings of the governing body and (if held) its sub-committees	Hardcopy	5p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy	5p per page

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Website KLZ Hardcopy on request	5p per page

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Individual subject policies • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Website KLZ Hardcopy on request</p>	<p>5p per page</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>Hardcopy on request</p>	<p>5p 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>Hardcopy on request</p>	<p>5p per page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>	<p>Appropriate information available on request</p>	
<p>Any information the school is currently legally required to hold in publicly</p>		

available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website Hardcopy	Free on request
Out of school clubs	Website Hardcopy	Free on request
School publications	Hardcopy	Free on request
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Hardcopy Website	Free on request
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority