



## EAST STOUR PRIMARY SCHOOL

Freedom of information:

Guide to information available from East Stour Primary School under the model publication scheme

<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> <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i>	(hard copy and/or website)	
Who's who in the school	School website <a href="http://www.east-stour.kent.sch.uk">www.east-stour.kent.sch.uk</a> Hard copy via the School Office	Free
Who's who on the governing body and the basis of their appointment	School website Hard copy via the School Office School Prospectus	Free
Instrument of Government	Clerk to Governors – hard copy Contact the school office	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy via the School Office	Free
School prospectus	School website Hard copy via the School Office	Free
Staffing structure	School website Hard copy via the School Office	Free
School session times and term dates	School website Hard copy via the School Office	Free



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Information to be published	How the information can be obtained	Cost
<p><b>Class 2 – What we spend and how we spend it</b>  <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p>	(hard copy and/or website)	
<p>Annual budget plan and financial statements  <i>(Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns)</i></p>	School Bursar via the School Office	Photocopy charge
<p>Capitalised funding  <i>(Details of the Capital funding allocated to the school together with information on related building projects and other capital projects)</i></p>	School Bursar via the School Office	Photocopy charge
<p>Additional funding  <i>(Income generation schemes and other sources of funding)</i></p>	School Bursar via the School Office	Photocopy charge
<p>Procurement and projects  <i>(Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process)</i></p>	School Bursar via the School Office	Photocopy charge
Pay policy	Hard copy via the School Office	Photocopy charge
Staffing and grading structure	Head Teacher via school office	Photocopy charge
Governors' allowances	School Bursar or Clerk to Governors	Photocopy charge



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<p><b>Class 3 – What our priorities are and how we are doing</b>  <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <p><i>Current information as a minimum</i></p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	No longer required document	
Performance management policy and procedures adopted by the governing body.	Hard copy via the School Office	Photocopy charge
Schools future plans	School website or Head Teacher	Photocopy charge
Every Child Matters – policies and procedures	School website or Head Teacher	Photocopy charge



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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i>  <i>Current and previous three years as a minimum</i>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy available from the school office. Admissions Policy on school website	Photocopy charge
Agendas of meetings of the governing body and (if held) its sub-committees	Clerk to the Governors	Photocopy charge
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Clerk to the Governors	Photocopy charge



## EAST STOUR PRIMARY SCHOOL

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only</i></p>	(hard copy or website)	
<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>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>School website  Hard copy via the School Office</p>	Photocopy charge
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> </ul>	<p>School website  Hard copy via the School Office</p>	Photocopy charge



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Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	School website Hard copy via the School Office	Photocopy charge
Records management and personal data policies, including: <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>	School website Hard copy via the School Office	Photocopy charge
Charging regimes and policies.  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.	School website Hard copy via the School Office	Photocopy charge



## EAST STOUR PRIMARY SCHOOL

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Head Teacher	As agreed with Head Teacher or Photocopy charge
Disclosure logs	Head Teacher	As agreed with Head Teacher or Photocopy charge
Asset register	Head Teacher School Bursar via the School Office	As agreed with Head Teacher or Photocopy charge
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Head Teacher	As agreed with Head Teacher or Photocopy charge



## EAST STOUR PRIMARY SCHOOL

Information to be published	How the information can be obtained	Cost
<p><b>Class 7 – The services we offer</b>  <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p> <p><i>Current information only</i></p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website Hard copy via the School Office	n/a
Out of school clubs	School website Hard copy via the School Office	n/a
School publications	School website Hard copy via the School Office	n/a
Services for which the school is entitled to recover a fee, together with those fees	School website Hard copy via the School Office	Photocopy charge
Leaflets books and newsletters	School website Hard copy via the School Office Newsletters are e-mailed where possible	Photocopy charge
<p><b>Additional Information</b>            This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		





## EAST STOUR PRIMARY SCHOOL

### Contact details:

The Head teacher  
East Stour Primary School  
Earlsworth Road  
South Willesborough, Ashford  
Kent, TN24 0DW

Telephone: 01233 630820

Fax: 01233 663768

E-mail: [headteacher@east-stour.kent.sch.uk](mailto:headteacher@east-stour.kent.sch.uk)

Website: [www.east-stour.kent.sch.uk](http://www.east-stour.kent.sch.uk)

### 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 @ 10p per sheet (black & white)	Actual cost * based on paper costs (A4); cost per black copy and proportion of overhead costs e.g. rental of equipment and staff time.
	Photocopying/printing @ 12p per sheet (colour)	Actual cost * based on paper costs (A4); cost per black copy and proportion of overhead costs e.g. rental of equipment and staff time.
	Postage £0.60	Actual cost of Royal Mail standard 2 <sup>nd</sup> class; current rate April 2012.
<b>Statutory Fee</b>	n/a	
<b>Other</b>	n/a	

\* the actual cost incurred by the public authority

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governor