



# WROTHAM SCHOOL

## Freedom of Information

This policy was reviewed and adopted by the Full Governing Body on 14<sup>th</sup> September 2017

### **Equality Statement**

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, sex, sexual orientation, transsexualism, and marital status.

## **Introduction**

### **Purpose:**

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 academy schools, should be clear and proactive about the information they will make public.

To do this the school must have 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.

## **Procedures and Practice**

### **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’.

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer.

### **How to request information**

If you require a paper version of any of the documents with the scheme, please contact the school by telephone, email or letter. To help us process your request quickly, please clearly mark any correspondence “Publication scheme request”.

### **Paying for information**

Information published on our website is free, although you may incur costs from you Internet service provider.

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. In accordance with guidance costs will be limited to the actual cost of providing the information.

### **Monitoring and review**

The Governing Body will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implement throughout the school.

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 done using the school’s usual complaints procedures. 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 Commissioners’ Office. [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

<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>	(Hard copy and/or website)	
Who’s who in the school	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	Free  10p per sheet
Who’s who on the governing body and the basis of their appointment	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	Free  10p per sheet
Articles of Association	Hard copy – contact main Reception – 01732 884207	10p per sheet
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>	Free

Wrotham School – Freedom of Information Policy

	contact Main Reception 01732 884207	
School prospectus	Website: www.wrothamschool.com  Hardcopy – contact Main Reception 01732 884207	Free
School session times and term dates	Website: www.wrothamschool.com  Hardcopy – contact Main Reception 01732 884207	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	(hard copy and/or website)	
Annual budget plan and financial statements	Contact the School	
Capitalised funding	Contact the School	
Additional funding	Contact the School	
Procurement and projects	Contact the School	
Pay policy	Contact the School	
Staffing and grading structure	Contact the School	
Governors’ allowances	Contact Clerk to Governors	

<p><b>Class 3 – What our priorities are and how we are doing</b>                  (Strategies and plans, performance indicators, audits, inspections and reviews)                  Current information as a minimum</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>	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	Free
<p>Performance management policy and procedures adopted by the governing body.</p>	Contact the School	
<p>Schools future plans</p>	Contact the School	
<p><b>Class 4 – How we make decisions</b>                  (Decision making processes and records of decisions)                   Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions)</p>	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207  Contact Kent County Council	Free
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	Contact the Clerk to Governors at the school on 01732 884207	
<p>Minutes of meetings (as above) – this will exclude information that is marked confidential or private to the meeting.</p>	Contact the Clerk to Governors at the school on 01732 884207	

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>	<p>(hard copy or website)</p>	
<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>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a></p> <p>Hardcopy – contact Main Reception 01732 884207</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and Relationships</li> <li>• Special Educational Needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a></p> <p>Hardcopy – contact Main Reception 01732 884207</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>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>		

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Contact the School	
Disclosure logs	Contact the School	
Asset register	Contact the School	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		

<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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	
Out of school clubs	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	
School publications	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	

Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Website: <a href="http://www.wrothamschool.com">www.wrothamschool.com</a>  Hardcopy – contact Main Reception 01732 884207	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Wrotham School  
Borough Green Road  
Wrotham  
Sevenoaks  
Kent TN15 7RD**

**01732 884207  
Email: [office@wrotham.kent.sch.uk](mailto:office@wrotham.kent.sch.uk)**



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying/printing @10p per sheet (colour)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class