

## Freedom of Information

### Guide to information available from Claremont Primary School under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	<p>per page</p>
<p>Who's who in the school</p>	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	<p>per page</p>
<p>Who's who on the governing body / board of governors and the</p>	<p>Website</p>	

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basis of their appointment	<a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
Instrument of Government / Articles of Association	Hard Copy	per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page

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School session times and term dates	Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
Address of school and contact details, including email address.	Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
<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)	Hard copy	per page
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	per page
Capital funding	Hard copy	per page

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Financial audit reports	Hard copy	per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	per page
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).	Hard copy	per page
Pay policy	Hard copy	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.	Hard copy	per page

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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.	Hard copy	per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	per page
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	per page

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<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	<p>per page</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	<p>per page</p>

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Performance data or a direct link to it	Hard copy	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 <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
Safeguarding and child protection		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Hard copy	per page
Admissions policy/decisions (not individual admission decisions) – where applicable	Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page

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<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</p>	<p>per page</p>
<p><b>Class 5 – Our policies and procedures</b>          (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</p>	<p>Website  <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a>          Hard Copy</p>	<p>per page</p>



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accordance with the Northern Ireland Act 1998.		
<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>Website  <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a>            Hard Copy</p>	<p>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</p>	<p>Website  <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a>            Hard Copy</p>	<p>per page</p>

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to complete the Guide to information”).		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	hard copy some information may only be available by inspection	per page
Curriculum circulars and statutory instruments	Hard copy	per page
Disclosure logs	hard copy some information may only be available by inspection	per page
Asset register	hard copy some information may only be available by inspection	per page
Any information the school is currently legally required to hold in	hard copy	per

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publicly available registers	some information may only be available by inspection	page
<p><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)</p> <p>Current information only</p>	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	per page
Extra-curricular activities	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	per page
Out of school clubs	<p>Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy</p>	per page
Services for which the school is entitled to recover a fee,	Website	

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together with those fees	<a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
School publications, leaflets, books and newsletters	Website <a href="http://www.claremont.kent.sch.uk">www.claremont.kent.sch.uk</a> Hard Copy	per page
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *

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	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority