



Freedom of Information

Publication Scheme Guide to information available from Reigate Parish Church Primary School

Agreed – Spring 2017

Next Review – Spring 2018

This Freedom of Information guide to information available should be read in conjunction with two other closely-related documents: the publication scheme and the fees that may be charged when the cost of compliance does not exceed the appropriate limit.

The Freedom of Information Act 2000 gives rights of public access to certain information held by public authorities, including schools. This document sets out the information made available by the school and where that information can be found. It also sets out the procedure for requesting any information in hard copy and the charges that may be imposed for doing so.

Information to be published	How the information can be obtained (hard copy and/or website)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts, <i>constitutional and legal governance</i>) This will be current information only	
Who's who in the school	Website
Who's who on the governing body and the basis of their appointment	Website
Instrument of Government	Hardcopy
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website
School prospectus	Website/Hardcopy
Staffing structure	Website
School session times and term dates	Website
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	(hard copy and/or website)
Annual budget plan and financial statements	Hardcopy
Capitalised funding	Hardcopy
Additional funding	Hardcopy
Procurement and projects	Hardcopy
Pay policy	Hardcopy
Staffing and grading structure	Hardcopy
Governors' allowances	Hardcopy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report - Summary and full report 	Hardcopy Hardcopy/Website
Performance management policy and procedures adopted by the governing body.	Hardcopy

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Schools future plans	Hardcopy
Every Child Matters – policies and procedures	Hardcopy
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. The Admissions Policy is on our website.
Agendas and minutes of full governing body meetings	Website.
Agendas and minutes of sub-committees	Hardcopy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy
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 • Staffing structure • Freedom of information policy/model publication scheme • Equal opportunities policies • Staff recruitment policies • Child Protection Policy • Whistleblowing Policy 	Hardcopy
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Policy for Sex and Relationship education • Inclusion Policy • Accessibility • Equality Policy and Single Equality Scheme • Collective worship • Behaviour policy • Anti bullying policy 	Hardcopy
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hardcopy
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy
Curriculum circulars and statutory instruments	Hardcopy
Disclosure logs	Hardcopy
Asset register	Hardcopy
Any information the school is currently legally required to hold in publicly	Hardcopy



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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	Hardcopy
Out of school clubs	Hardcopy
School publications	Hardcopy
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy
Leaflets books and newsletters	Hardcopy

www.reigate-parish.org.uk

Contact details: **Reigate Parish Church Primary School**
Blackborough Road
Reigate, Surrey, RH2 7DB
info@reigate-parish.surrey.sch.uk
01737 244476

Where an individual does not wish to view the information available on the website or where it is not available on the website, they are able to contact the school to request sight of it. An appointment to view the information will be arranged within a reasonable timescale.

SCHEDULE OF CHARGES

Charges will be based on actual disbursements incurred and will be advised in advance of the information being made available. If a charge is to be made, payment is due before the provision of the information.

The table below describes how any charges will be arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (s9(1) FOI Act)

* the actual cost incurred by the school

WRITTEN REQUESTS

Information held by the school which is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.