



Lower Halstow and Newington CEP Schools Federation

‘Respect, Honesty, Kindness, Perseverance’

‘Welcoming, Forgiving, Generous, Flourishing’

Approved	Team	Review
Autumn 18	SLT	Autumn 2020
Nov 2020	SLT	Autumn 2022
September 22	FGB	Autumn 2023

Freedom of Information

Guide to information available from The Federation of Lower Halstow School and Newington CEP School

Since 01 January 2005 there has been a legal right for any person to make a request to a school for access to information held by that school.

Schools are under a duty to provide advice and assistance to anyone requesting information and must respond to the enquiry promptly, and in any event, within 20 working days of receipt (not excluding school holidays).

The Governing Body should agree the FOI publication scheme and access policy if it has not already done so. The policy will need to set out how the school proposes to deal with requests and state that all staff should be aware of the process. The Governing Body should agree a charging policy for complying with requests.

The DCSF recommends that schools respond to straightforward requests for free and charge where the costs are significant. The Governing Body should delegate to the Head Teacher the day-to-day responsibility for FOI policy and the provision of advice, guidance, publicity and interpretation of the school's policy.

Freedom of Information

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) The Federation of Lower Halstow School and Newington CEP Primary School for children aged 4 – 11 years old	Website (www.lower-halstow.kent.sch.uk or www.newington.kent.sch.uk)	
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Website	
Contact details for the Executive Headteacher and for the governing body	Website/Headed Paper/Compliment slips	
Staffing structure	Hard Copy	£2
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		
Annual budget plan and financial statements	Hard copy	£2
Capitalised funding	Hard copy	£2
Additional funding	Hard copy	£2
Procurement and projects	Hard copy	£2
Pay policy	Hard copy	15p per sheet
Staffing and grading structure	Hard copy (unnamed only)	£2
Governors' allowances	Website	

Freedom of Information

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		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	
Appraisal policy and procedures adopted by the governing body.	Website	
Schools Improvement Plans	Hard copy	15p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	15p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	15p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints policy • Staff conduct policy • Discipline and grievance policies 	Website	

Freedom of Information

<ul style="list-style-type: none"> • Information request handling policy • Single equality policy and accessibility plan 		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Curriculum information • Relationships and sex education • Special educational needs • Collective worship • Behaviour policy 	Website	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security & Data Protection & GDPR policies • Records retention destruction and archive policies 	Hard copy/Website	15p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Website	
Disclosure logs	Unnamed statement	
Asset register	Viewing only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Website	
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		
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website	

Freedom of Information

Contact details:

Headteacher@lower-halstow.kent.sch.uk

Headteacher@newington.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
Disbursement cost	Photocopying/printing @ 15p per sheet (black & white)	Actual cost * 9p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	£2 which includes research for each item.	10 minutes of staff time to locate & copy item £2.50

* the actual cost incurred by the public authority