



Lower Halstow and Newington CEP Schools Federation and Nursery

Freedom of Information Policy

‘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 2024
September 24	SLT	Autumn 2026

A charging schedule was proposed in Sept 22 so approval was sought from the full governing body. This policy was then delegated back to SLT.

1. Introduction

This policy outlines the procedures for handling requests for information under the Freedom of Information Act (FOIA) within the Federation. We are committed to promoting transparency and ensuring that information is accessible to the public. The Governing Body delegates to the Executive Headteacher the day-to-day responsibility for FOI policy and the provision of advice, guidance, publicity and interpretation of the Federation's policy. Publication is governed by the [Model Publication Scheme](#) from the Information Commissioners Office, which has been adopted in full.

2. Scope

This policy applies to all recorded information held by Federation schools and the nursery, including documents, emails, and other forms of communication.

3. Requesting Information

- **How to Make a Request:** Requests for information must be made in writing (email or letter) and should include the requester's name, contact details, and a clear description of the information sought.
- **Contact Details:** Requests should be sent to the school's data protection officer, Satswana Ltd, email info@satswana.com telephone number 01252 516898, office address: Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH.

4. Response Time

The school will respond to requests within 20 working days from the date of receipt. If additional time is needed, the requester will be informed of the delay and the reason for it.

5. Exemptions

Certain information may be exempt from disclosure under the FOIA. This includes, but is not limited to, personal data, confidential information, and information that could harm the school's operations or safety.

6. Fees

The school may charge a fee for providing information, particularly if the request requires significant resources to fulfil. A fee schedule can be found in appendix 1. The requester will be informed of any fees before the information is provided.

7. Complaints

If a requester is dissatisfied with the response, they may file a complaint with the school's DPO. If the issue is not resolved, the requester can appeal to the Information Commissioner's Office (ICO).

8. Review and Updates

This policy will be updated as necessary to ensure compliance with current laws and regulations.

Appendix 1

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

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	
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, but not limited to: <ul style="list-style-type: none"> • Accessibility plan • Charging and remissions policy • Equality Objectives • Health and Safety • Complaints policy 	Website	
Pupil and curriculum policies, including but not limited to: <ul style="list-style-type: none"> • Curriculum information • Relationships and sex education • Special educational needs • Collective worship • Behaviour policy 	Website	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security & Data Protection policies • Records retention destruction and archive schedule 	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	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 15p per sheet (black & white)	Actual cost * 9p + paper
	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