

## Freedom of Information

### Guide to information available from Eastry Church of England Primary School under the model publication scheme

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office.	No Charge  Actual cost incurred – see below
Who’s who in the school	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office.	No Charge  Actual cost incurred – see below

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<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a></p> <p>Hard copy from School Office.</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>
<p>Instrument of Government / Articles of Association</p>	<p>Via email from School Office <a href="mailto:k.sampson@eastry.kent.sch.uk">k.sampson@eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
School prospectus (if any)	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  No Charge
Annual Report (if any)	Not Applicable	

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Staffing structure	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>	No Charge
	Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a>	No Charge
	Hard copy from School Office	Actual cost incurred – see below
School session times and term dates	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>	No Charge
	Hard copy from School Office	Actual cost incurred – see below

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Address of school and contact details, including email address.	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
<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 from School Office	Actual cost incurred – see below
Annual budget plan and financial statements	Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a> Hard copy from School Office	No Charge  Actual cost incurred – see below

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Capital funding	Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
Financial audit reports	Via email from School Office <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below

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<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Email request to School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>
<p>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).</p>	<p>Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>

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Pay policy	Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
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.	Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below



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<p>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.</p>	<p>Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a> Hard copy from School Office</p>	<p>No Charge  Actual cost incurred – see below</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a> Hard copy from School Office</p>	<p>No Charge  Actual cost incurred – see below</p>

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<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>Via email from School <a href="mailto:headteacher@eastry.kent.sch.uk">headteacher@eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>
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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>School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>
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Performance management policy and procedures adopted by the governing body.	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
Performance data or a direct link to it	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard Copy from School Office	No Charge  Actual cost incurred – see below

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Safeguarding and child protection	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below

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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>School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</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</p>	<p>School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>

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accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.		
Records management and personal data policies, including: <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>	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
Charging regimes and policies.  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. If the school charges a fee for re-licensing the use of datasets, it	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below

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should state in its guide how this is calculated (please see "How 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 or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	<p>School website  <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>
Disclosure logs	Viewed on site	
Asset register	Viewed on site	



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Any information the school is currently legally required to hold in publicly available registers	Viewed on site	
<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>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	<p>School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a></p> <p>Hard copy from School Office</p>	<p>No Charge</p> <p>Actual cost incurred – see below</p>

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Out of school clubs	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
Services for which the school is entitled to recover a fee, together with those fees	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below

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School publications, leaflets, books and newsletters	School website <a href="http://www.eastry.kent.sch.uk">www.eastry.kent.sch.uk</a>  Hard copy from School Office	No Charge  Actual cost incurred – see below
<b>Information contained on the school's website</b>	Hard copy from School Office	No charge

### SCHEDULE OF CHARGES

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

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<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 *
	Photocopying/printing @ 15p 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)

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<b>Other</b>		

\* the actual cost incurred by the public authority