



Freedom Of Information Policy

Date of Policy Issue:	April 2021
Review Date:	April 2023
Name of Responsible Manager/ Headteacher:	Jamie Dodson
Signature of Responsible Manager/Headteacher	
Signature of Chair of Governors	
Date:	April 2021

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
Class 1 - Who we are and what we do	(hard copy and/or website)
Who's who in the school	School website www.kingsworthy.hants.sch.uk
Who's who on the governing body / board of governors and the basis of their appointment	School website www.kingsworthy.hants.sch.uk
Instrument of Government / Articles of Association	From school office
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website www.kingsworthy.hants.sch.uk
School prospectus	School website www.kingsworthy.hants.sch.uk
Staffing structure	School website www.kingsworthy.hants.sch.uk
School session times and term dates	School website www.kingsworthy.hants.sch.uk
Address of school and contact details, including email address.	School website www.kingsworthy.hants.sch.uk
Class 2 – What we spend and how we spend it	(hard copy and/or website)
Annual budget plan and financial statements	From School Office
Capital funding	From School Office
Financial audit reports	From School Office
Details of expenditure items >£2000 – published at least annually	From School Office
Procurement and contracts	From School Office
Pay policy	From School Office
Staff allowances and expenses that can be incurred or claimed	From School Office
Staffing, pay and grading structure.	From School Office
Governors' allowances	From School Office
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
School profile <ul style="list-style-type: none"> • Performance data • The latest Ofsted report / - Summary - Full report • Post-inspection action plan 	School website www.kingsworthy.hants.sch.uk
Performance management policy and procedures adopted by the governing body.	From school office
Performance data or a direct link to it	School website www.kingsworthy.hants.sch.uk
The school's future plans;	School website www.kingsworthy.hants.sch.uk
Safeguarding and child protection	School website www.kingsworthy.hants.sch.uk
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)
Admissions policy/decisions (not individual admission	School website

decisions) – where applicable	www.kingsworthy.hants.sch.uk
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).	From school office
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
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) 	From school office
School Policies, including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality policy	School website www.kingsworthy.hants.sch.uk
Pupil and curriculum policies, including: Home-school agreement Sex and Relationships education Special Educational Needs and Disabilities Accessibility Behaviour	School website www.kingsworthy.hants.sch.uk
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	From School office
Disclosure logs	From School office
Asset register	From School office
Any information the school is currently legally required to hold in publicly available registers	From School office
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	School website www.kingsworthy.hants.sch.uk
Out of school clubs	School website www.kingsworthy.hants.sch.uk
Services for which the school is entitled to recover a fee, together with those fees.	From School Office
School publications, leaflets, books and newsletters	School website www.kingsworthy.hants.sch.uk or from School Office
Additional Information	
Performance Tables	www.education.gov.uk/performance/tables

Contact Details

Kings Worthy Primary School,
Church Lane,
Kings Worthy,
Winchester,
SO23 7QS

01962 881410

admin@kingsworthy.hants.sch.uk

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 @ 5p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

* 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.