



The Skinners' School

Freedom of Information publication scheme

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form or will become available for you on our website to download and print off.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Information to be published	How the information can be obtained (Hard copy or web site)	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		All costs to be advised.
Who's who in the school	Hard copy and web site	
Who's who on the governing body and the basis of their appointment	Hard copy and web site	
Instrument of Government	Hard copy	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy and web site	
School prospectus	Hard copy and web site	
Annual Report NB replaced by School Profile	N/A	N/A
Staffing structure	Hard copy	
School session times and term dates	Hard copy and web site	

<p>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)</p>		
<p>Current and previous financial year as a minimum</p>	<p>Hard copy</p>	
<p>Annual budget plan and financial statements</p>	<p>Hard copy</p>	
<p>Capitalised funding</p>	<p>Hard copy</p>	
<p>Additional funding</p>	<p>Hard copy</p>	
<p>Procurement and projects</p>	<p>Hard copy</p>	
<p>Pay policy</p>	<p>Hard copy</p>	
<p>Staffing and grading structure</p>	<p>Hard copy</p>	
<p>Governors' allowances</p>	<p>Hard copy</p>	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard copy and web site</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy</p>	
<p>Skinner's School's future plans</p>	<p>Hard copy</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Hard copy</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)		Hard copy and web site
Agendas of meetings of the governing body and (if held) its sub-committees		Hard copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.		Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
<p>Skinner's School policies including:</p> <ul style="list-style-type: none"> • Charging policy • Health and Safety policy • Complaints policy • Staff conduct policy • Discipline and grievance policies • Freedom of Information publication scheme • Equality and diversity (including equal opportunities) policies • Recruitment policy 		Hard copy
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex and relationships education • Special educational needs • Accessibility • Race equality • Collective worship • Information, Advice and Guidance • Behaviour 		Hard copy
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies 		Hard copy

<ul style="list-style-type: none"> Data protection (including information sharing policies) 		
Charging regimes and policies.	Hard copy	
This should include details of any statutory charging regimes.		
Class 6 – Lists and Registers		
Currently maintained lists and registers only. Some information may only be available by inspection		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	
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	Hard copy and website	
Out of school clubs	Hard copy and website	
School publications	Hard copy and website	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Hard copy and website	

2. Contact details:

The Skinners' School, St John's Road, Tunbridge Wells, Kent TN4 9PG

3. 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 Please not costs to be advised.
Disbursement cost	Photocopying/printing @ .p per sheet (black & white)	Actual cost *
	Photocopying/printing @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
* the actual cost incurred by the public authority		

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