

Freedom of Information

Guide to information available from Kingsbury Episcopi Primary School under the model publication scheme

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) This will be current information only		
Who's who in the school	Website www.kingsburyepiscopiprimary.co.uk Hard copy School Office	Free £10 Administration charge plus 5p/sheet
Who's who on the governing body and the basis of their appointment	Website www.kingsburyepiscopiprimary.co.uk Hard copy School Office	Free £10 Administration

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		charge plus 5p/sheet
Instrument of Government	Hard copy School Office	£10 Administration charge plus 5p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Headteacher: Mrs Jane Chubb Tel. 01460 240507 office@kingsburyepiscopi.someset.sch.uk Chair of Governors: Mr David Wakely	
School prospectus	Website www.kingsburyepiscopiprimary.co.uk Hard copy School Office	Free £10 Administration charge plus 5p/sheet
Staffing structure	Website	

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	www.kingsburyepiscopiprimary.co.uk Hard copy School Office	Free £10 Administration charge plus 5p/sheet
School session times and term dates	Website www.kingsburyepiscopiprimary.co.uk Hard copy School Office	Free £10 Administration charge plus 5p/sheet

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<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>		
Annual budget plan and financial statements	<p>Website www.kingsburyepiscopiprimary.co.uk Hard copy School Office</p>	Free
Capitalised funding		£10
Additional funding		Administration charge plus 5p/sheet
Procurement and projects		
Pay policy		
Staffing and grading structure		
Governors' allowances		

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<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>Link via website www.kingsburyepiscopiprimary.co.uk</p> <p>Hard copy School Office</p>	<p>Free</p> <p>£10 Administration charge plus 5p/sheet</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Link via website www.kingsburyepiscopiprimary.co.uk</p> <p>Hard copy School Office</p>	<p>Free</p> <p>£10 Administration charge plus 5p/sheet</p>
<p>Schools future plans (School Development Plan)</p>	<p>Hard copy School Office</p>	<p>£10 Administration charge plus</p>

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		5p/sheet
Every Child Matters – policies and procedures	Hard copy School Office	£10 Administration charge plus 5p/sheet

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy (not individual admission decisions)	Link via website www.kingsburyepiscopiprimary.co.uk Hard copy School Office	Free £10 Administration charge plus 5p/sheet
Agendas of meetings of the governing body and its sub-committees	Hard copy School Office	£10 Administration charge plus 5p/sheet
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meetings.	Hard copy School Office	£10 Administration charge plus 5p/sheet

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>website www.kingsburyepiscopiprimary.co.uk Hard Copy School Office</p>	<p>Free</p> <p>£10 Administration charge plus 5p/sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>website www.kingsburyepiscopiprimary.co.uk Hard Copy School Office</p>	<p>Free</p> <p>£10 Administration charge plus 5p/sheet</p>

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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)	Hard Copy School Office	£10 Administration charge plus 5p/sheet
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.	Hard Copy School Office	£10 Administration charge plus 5p/sheet

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy School Office	£10 Administration charge plus 5p/sheet
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Extra-curricular activities</p>	<p>website www.kingsburyepiscopiprimary.co.uk</p> <p>Hard Copy School Office</p>	<p>Free</p> <p>£10 Administration charge plus 5p/sheet</p>
<p>Out of school clubs</p>		
<p>School publications</p>		
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets books and newsletters</p>		
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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Contact details:

School Office
Kingsbury Episcopi Primary School
Stembridge
Martock
Somerset
TA12 6BP
Telephone: 01460 240507
e-mail: office@kingsburyepiscopi.somerset.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 @ 0.05p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 0.10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Administration cost	£10 charge for all requests for hard copy of documents	Charge to cover cost of administrative time.

* the actual cost incurred by the public authority