

# Freedom of Information – Publication Scheme for The Robert Drake Primary School

This publication scheme commits The Robert Drake Primary School to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

This scheme commits The Robert Drake Primary School to:

- proactively publish, or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications below;
- specify the information that is held by the school and falls within the classifications below;
- proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme;
- produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- review and update, on a regular basis, the information the school makes available under this Scheme;
- produce a schedule of fees charged for access to information which is made proactively available;
- make this Publication Scheme available to the public.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging. See the table at the end of this document for details.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **CONTACT DETAILS**

If you require a paper version of any information, or want to ask whether information is available please contact The Robert Drake Primary School by telephone, email or letter. Contact details are set out below or you can visit the school's website: [www.robertdrake.co.uk](http://www.robertdrake.co.uk)

Tel: 01268 754124

Email: [admin@robertdrake.essex.sch.uk](mailto:admin@robertdrake.essex.sch.uk)

Address: The Robert Drake Primary School, Church Road, Thundersley, Essex SS7 3HT

To help us process requests, quickly, any correspondence should be clearly marked "Freedom of Information Request".

## Freedom of Information – Publication Scheme for The Robert Drake Primary School

Information to be published.	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	
Who's who in the school	hard copy and/or website
Who's who on the governing body / board of governors and the basis of their appointment	hard copy and/or website
Instrument of Government / Articles of Association	hard copy and/or website
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	hard copy and/or website
Annual Report (if any)	hard copy and/or website
Staffing structure	hard copy and/or website
School session times and term dates	hard copy and/or website
Address of school and contact details, including email address.	hard copy and/or website

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<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	
Annual budget plan and financial statements	hard copy
Capital funding	hard copy and/or website
Financial audit reports	hard copy and/or website
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	hard copy
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).	hard copy and/or website
Pay policy	hard copy
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.	hard copy
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.	hard copy
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	hard copy and/or website

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	
School profile (if any)  And in all cases: <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>	not applicable   hard copy and/or website  hard copy and/or website  not applicable
Performance management policy and procedures adopted by the governing body.	hard copy
Performance data or a direct link to it	hard copy and/or website
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	hard copy
Safeguarding and child protection	hard copy and/or website

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	hard copy and/or website
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).	hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) 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 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>	hard copy
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	hard copy and/or website

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clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(some information may only be available by inspection)
Curriculum circulars and statutory instruments	hard copy
Disclosure logs	available by inspection
Asset register	hard copy
Any information the school is currently legally required to hold in publicly available registers	hard copy
<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)  Current information only	(some information may only be available by inspection)
Extra-curricular activities	hard copy and/or website
Out of school clubs	hard copy and/or website
Services for which the school is entitled to recover a fee, together with those fees	hard copy and/or website
School publications, leaflets, books and newsletters	hard copy

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## 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
<b>Disbursement cost</b>	Photocopying/printing @ 15p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 25p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> class
<b>Statutory Fee</b>		The public authority may charge a fee for communicating the information, under section 9 of FOIA and regulation 6(2)(b) of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 no 3244 ("the Fees Regulations").

\* the actual cost incurred by the public authority

### **Policy Review**

This policy is reviewed every two years or sooner if necessary in the light of specific events or relevant statutory changes.

Reviewed: Autumn 2020

Date of Next Review: Autumn 2022