



Freedom of Information: Publication Scheme

Guide To Information Available From Sissinghurst Primary School

| Information to Be Published | How It 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 | Website details: Www.sissinghurst.kent.sch.uk | None |
| Who's who in the school | Website and hard copy | None |
| Who's who on the governing body and the basis of their appointment | Website and hard copy | None |
| Instrument of Government | Hard copy | 10p/sheet |
| Contact details for the Head teacher and for the governing body | Website | None |
| School prospectus | Website or hard copy | None |
| Annual Report | N/a | N/a |
| Staffing structure | Website and hard copy | None |
| School session times and term dates | Website and hard copy | None |
| 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) Current and previous financial year as a minimum | (Hard copy and/or website) | |
| Annual budget plan and financial statements | Hard copy | 10p sheet |
| Capitalised funding | Hard copy | 10p sheet |
| Additional funding | Hard copy | 10p sheet |
| Procurement and projects | Hard copy | 10p sheet |
| Pay policy | Hard copy | 10p sheet |

| | | |
|---|---|-----------|
| Staffing and grading structure | Hard copy | 10p sheet |
| Governors' allowances | N/a | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum | | |
| School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted Report The latest Church of England Statutory Inspection Report | Website | None |
| Appraisal policy and procedures adopted by the governing body. | Hard copy | 10p sheet |
| Schools future plans | Hard copy | 10p sheet |
| Safeguarding and Child Protection policies | Website | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | | |
| Admissions policy/decisions (not individual admission decisions) | Website | None |
| Agendas of meetings of the governing body and (if held) its sub-committees | Hard copy | 10p/sheet |
| Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings. | View in school office | None |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety | All hard copies to view in school office. Some on website | None |

| | | |
|---|--|-----------------------|
| <ul style="list-style-type: none"> • Complaints procedure • Staff Code of Conduct • Discipline and grievance policies • Staffing structure • Single Equality Scheme • GDPR | Or Hard copies | 10p/sheet |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Relationships and Sex Education • Special Educational Needs • Accessibility • Collective Worship • Behaviour | All hard copies to view in school office. Some on website Or Hard copies | None 10p/sheet |
| 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) | All hard copies to view in school office Or Hard copies | None 10p/sheet |
| | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (Hard copy or website; some information may only be available by inspection) | |
| Freedom of Information Disclosure logs | Hard copy | 10p/sheet |
| Asset register | Hard copy to view in school office | None |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | Hard copy to view in school office | None |
| | | |

| | | |
|--|--|------|
| 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 | (Hard copy or website; some information may only be available by inspection) | |
| Extra-curricular activities | Parent notice board, letters | None |
| Out of school clubs | Flyers in reception School office | None |
| School publications | Email, hard copy, website | None |
| Services for which the school is entitled to recover a fee, together with those fees | School office | None |
| Leaflets books and newsletters | Email, hard copy, website, & reception | None |
| | | |
| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |