

## Freedom of Information

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a>  <b>Hard copy</b> Contact School Office	£0   10p per sheet
Who's who in the school	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a> Display in entrance <b>Hard copy</b> Contact School Office	Free   10p per sheet
Who's who on the governing body / board of governors and the basis of their appointment	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a>	Free 10p

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	<b>Hard Copy</b> Request via Clerk to Governors	per sheet
Instrument of Government / Articles of Association	<b>Hard Copy</b> Request via Clerk to Governors	10p per sheet
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a>	
School prospectus (if any)	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a> <b>Hard Copy</b> One copy per family when a child starts school and prospective parents School Office	Free  Free
Annual Report (if any)	N/A	
Staffing structure	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a> <b>Hard copy via school office</b>	Free  10p

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School session times and term dates	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a>	£0
Address of school and contact details, including email address.	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a>	£0
<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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy Inspection Only Request via Clerk to Governors	£0
Capital funding	Hard copy Inspection Only Request via Clerk to Governors	N/A
Financial audit reports	Inspection Only Request via Clerk to Governors	N/A
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection Only Governors Minutes Request via Clerk to Governors	N/A

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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).	Inspection Only Request via Clerk to Governors	N/A
Pay policy	<b>Hard copy</b> Contact School Office	10p per sheet
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.	Inspection Only (an appointment must be made with the Headteacher and the information read while they are present).	N/A
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.	Inspection Only	N/A
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Inspection Only Hard copy :Request via Clerk to Governors	N/A

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>(hard copy or website)</p> <p><b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a></p> <p><b>Hard copy</b> Contact School Office</p>	
<p>School profile (if any)</p> <p>And in all cases:</p> <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</li> </ul>	<p><b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a></p> <p><b>Hard copy</b> Contact School Office</p> <p>Website link to Ofsted website <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>	<p>10p per sheet</p>



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Safeguarding and child protection	<b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a> <b>Hard copy</b> Contact School Office	10p per sheet
<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	Kent County Council Website Policy – <b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a> <b>Hard copy</b> Contact School Office	
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).	Inspection Only Request via Clerk to Governors	(N/A)
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for	<b>Website: Statutory policies</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a>	Free

Template guide to information for schools

Version 3

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<p>delivering our services and responsibilities)</p> <p>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.</p>	<p><b>Hard copy</b> Contact School Office (an appointment must be made with the Headteacher and the information read while they are present )</p>	<p>10p per sheet</p>
<p>Records management and personal data policies, including:</p> <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>	<ul style="list-style-type: none"> <li>• Hard Copy Contact School</li> <li>• KCC website</li> <li>• School Website</li> </ul>	<p>10p per sheet Free</p>
<p>Charging regimes and policies.</p>	<p><b>Hard copy</b></p>	<p>10p</p>



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<p>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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Contact School Office <b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a></p>	<p>per sheet Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p><b>Hard copy</b> Contact School Office Inspection only (an appointment must be made with the Headteacher and the information read while they are</p>	

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	present )	
Disclosure logs	Inspection Only (an appointment must be made with the Headteacher and the information read while they are present )	
Asset register	Inspection Only (an appointment must be made with the Headteacher and the information read while they are present )	
Any information the school is currently legally required to hold in publicly available registers	Inspection Only (an appointment must be made with the Headteacher and the information read while they are present )	
<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	(hard copy or website; some information may only be available by inspection)	

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Extra-curricular activities	<p><b>Hard copy</b> Contact School Office</p> <p><b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a></p>	Free – 1 per family
Out of school clubs	<p><b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a></p> <p><b>Hard copy</b> Contact School Office</p>	Free – 1 per family
Services for which the school is entitled to recover a fee, together with those fees	<p><b>Hard copy</b> Contact School Office</p>	
School publications, leaflets, books and newsletters	<p><b>Website</b> <a href="http://www.downs-view.kent.sch.uk/">www.downs-view.kent.sch.uk/</a></p> <p><b>Hard copy</b> Contact School Office</p>	Free 1 per week to every child

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<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
<p><b>None</b></p>		

## 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
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<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost: paper, toner, electricity, personnel time
	Photocopying/printing @ 50p per sheet (colour)	Actual cost paper, toner, electricity, personnel time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority