

Freedom of Information Guide to information available from Kingswood Primary, Platts Heath Primary, Ulcombe CE Primary and Leeds and Broomfield CE Schools (ASPIRE Federation) under the model publication scheme

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

Leeds and Broomfield Church of England Primary School

*“As many hands build a house, so many hearts make a school.”
(Matthew Ch 7 24-27)*

RESPECT RESILIENCE EMPATHY CURIOSITY HONESTY

At Leeds and Broomfield we build strong foundations for the children, staff and all stakeholders to learn, flourish and fill their hearts with God’s love. Everyone is important valued and needed to make Leeds and Broomfield grow. We give a quality all round education which develops the whole child; If the rain came we would not fall down. Our school Christian Values support the development of the children and all within the school and local community. In the spirit of our vision and values all pupils are included, valued and respected. We support the pupils in talking about their feelings and giving them strategies in order to cope and survive in life today.

Ulcombe Church of England Primary School

*“Unity and diversity in the body – one body, many members.”
(Corinthians Ch 12 12-27)*

HOPE RESPECT ENDURANCE TRUST

At Ulcombe Church of England Primary School endurance plays an important role in both our social learning and cultural ethos, where children aspire to be the best they can be. Diversity is the key to our curriculum and opportunities to progress and succeed both academically and as individuals are provided – many members working in unity with respect for each other. Hope is at the heart of our school community and is explicitly shown by both children and adults in our school, regardless of where the path of life leads them. Through God’s love and trust each individual learns the skills important for them but also adds value to the community as a whole.

We are Ulcombe Church of England Primary School and each one of us is a part of it!

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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	(hard copy and/or website) Website	Free
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard Copy contact school office	10p
Contact details for the Head teacher and for the governing body	Website	Free
School prospectus	Hard Copy contact school office	Free
Annual Report	Hard copy contact school office	10p/sheet
Staffing structure	Hard copy contact school office	10p
School session times and term dates	Hard copy contact school office	Free
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) Hard Copy contact school office	10p/sheet
Annual budget plan and financial statements	Hard Copy contact school office	10p/sheet
Capitalised funding	Hard Copy contact school office	10p/sheet
Additional funding	Hard Copy contact school office	10p/sheet

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Information to be published	How the information can be obtained	Cost
Procurement and projects	Hard Copy contact school office	10p/sheet
Pay policy	Hard Copy contact school office	10p/sheet
Staffing and grading structure	Hard Copy contact school office	10p/sheet
Governors' allowances	Hard Copy contact school office	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current information as a minimum	Hard copy contact school office	10p/sheet
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	www.direct.gov.uk www.ofsted.gov.uk	Free Free
Performance management policy and procedures adopted by the governing body.	Hard copy contact School office	10p/sheet
Schools future plans	Hard copy contact School office	10p/sheet
Every Child Matters – policies and procedures	Hard copy contact School office	10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	10p/sheet
Current and previous three years as a minimum	Hard copy contact school office	
Admissions policy/decisions (not individual admission decisions)	Inspection	Free

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Information to be published	How the information can be obtained	Cost
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy contact school office Or Inspection	10p/sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy contact school office Or Inspection	10p/sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.	Hard copy contact school office Or Inspection	10p/sheet Free
School policies including: <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 	Hard copy contact school office Or Inspection	10p/sheet Free
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Hard copy contact school office Or Inspection	10p/sheet Free

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Information to be published	How the information can be obtained	Cost
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 contact school office	10p/sheet
Charging regimes and policies (not included above)	Hard Copy contact school office	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)	
Curriculum circulars and statutory instruments	Hard copy contact school office	10p/sheet
Disclosure logs (Details of info requested, dates & timescales)	Inspection only	Free
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection only	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Extra-curricular activities	Hard copy contact school office	Free
Out of school clubs	Hard copy contact school office	Free
School publications	Hard copy contact school office	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy contact school office	Free

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Information to be published	How the information can be obtained	Cost
Leaflets books and newsletters	Hard copy contact school office	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Ulcombe CE Primary School Office, Tel: 01622 842903, Email: office@ulcombe.kent.sch.uk

Leeds and Broomfield CE Primary School Office, Tel: 01622 861398, Email: office@leeds-broomfield.kent.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 @10 p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	-	In accordance with the relevant legislation (section 9 Freedom of Information Act 2000 as amended)
Other	-	

* the actual cost incurred by the public authority

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Document History

Original Kingswood Document

Reviewed and Approved by Governors 15 July 2009

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