

**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 & Broomfield Church of England Primary School**

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God’s love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*“As many hands build a house, so many hearts make a school.”*

*(Matthew Ch 7 24-27)*

**RESPECT      RESILIENCE      EMPATHY      CURIOSITY      HONESTY**

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of ‘many hearts make a school’.

**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
<b>Class 1 - Who we are and what we do</b> (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
<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) 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
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

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Information to be published	How the information can be obtained	Cost
Governors' allowances	Hard Copy contact school office	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (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"> <li>Government supplied performance data</li> <li>The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a> <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	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
<b>Class 4 – How we make decisions</b> (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
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
<b>Class 5 – Our policies and procedures</b> (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"> <li>Charging and remissions policy</li> </ul>	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
<ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Hard copy contact school office Or Inspection	10p/sheet Free
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 contact school office	10p/sheet
Charging regimes and policies (not included above)	Hard Copy contact school office	10p/sheet
<b>Class 6 – Lists and Registers</b> 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

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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 <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Inspection only	Free
<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)	(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
Leaflets books and newsletters	Hard copy contact school office	Free
<b>Additional Information</b> 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@ulcombekentsch.co.uk](mailto:office@ulcombekentsch.co.uk)

Leeds and Broomfield CE Primary School Office, Tel: 01622 861398, Email: [office@leeds-broomfieldkentsch.co.uk](mailto:office@leeds-broomfieldkentsch.co.uk)

Platts Heath Primary School, Tel: 01622 850316, Email: [office@plattsheathkentsch.co.uk](mailto:office@plattsheathkentsch.co.uk)

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @10 p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	-	In accordance with the relevant legislation (section 9 Freedom of Information Act 2000 as amended)
<b>Other</b>	-	

\* the actual cost incurred by the public authority

**Document History**

Original Kingswood Document

Reviewed and Approved by Governors 15 July 2009

Reviewed and Approved by Governors 15 January 2014

Reviewed and Approved by Governors 21 January 2015

Kingswood document reviewed and adapted for KULB wide use February 2016

Reviewed by CSC 15 March 2016, approved at FGBs: Kingswood 27 April 2016, Ulcombe 13 April 2016, L&B 23 May 2016

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Reviewed and approved by Fed GB 22 March 2022