



**TUNBURY PRIMARY SCHOOL**

**Freedom of Information Policy**

**Freedom of Information:  
Guide to information available from Tunbury Primary School under the model publication  
scheme**

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)	
Who's who in the school	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
Who's who on the Governing Body and the basis of their appointment	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
Instrument of Government	Hard copy – contact Office Manager 01634 863085	10p per sheet
Contact details for the Headteacher and for the Governing Body, via the school	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
School prospectus	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet

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Staffing structure	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Business Manager 01634 863085	Free  10p per sheet
School session times and term dates	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
Address of school and contact details, including email address.	Tunbury Primary School Tunbury Avenue Walderslade Kent ME5 9HY Tel: 01634 863085 e-mail: <a href="mailto:office@tunbury.kent.sch.uk">office@tunbury.kent.sch.uk</a> website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>	Free

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<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Contact Business Manager 01634 863085	
Capital funding and Additional Funding	Contact Business Manager 01634 863085	
Procurement and Projects	Contact Business Manager 01634 863085	
Pay policy	Hard copy – contact Head Teacher 01634 863085	10p per sheet
Staffing and grading structure	Contact Head Teacher 01634 863085	
Governors’ allowances that can be incurred or claimed	Contact Business Manager 01634 863085	

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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	(hard copy or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied Performance data</li> <li>• The latest Ofsted report - summary or full report</li> </ul>	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
Performance Management Policy and procedures adopted by the governing body.	Hard copy – contact Head Teacher 01634 863085	10p per sheet
Performance data or a direct link to it	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
The school's future plans	Contact Head Teacher at school	
Safeguarding and child protection – policies and procedures	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet

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<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a></p> <p>Hard copy – contact Office Manager 01634 863085</p>	<p>Free</p> <p>10p per sheet</p>
<p>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).</p>	<p>Contact Office Manager 01634 863085</p>	<p>10p per sheet</p>

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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>	<p>Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a></p> <p>Hard copy –contact Office Manager 01634 863085</p>	<p>Free</p> <p>10p per sheet</p>
<p>School policies applicable and in existence</p>	<p>Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a></p> <p>Hard copy –contact Office Manager 01634 863085</p>	<p>Free</p> <p>10p per sheet</p>

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Asset register	Inspection only – contact the Business Manager at school	Free
Any information the school is currently legally required to hold in publicly available registers	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy –contact Office Manager 01634 863085  E-mail	Free  10p per sheet  Free



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<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy – contact Office Manager 01634 863085	Free  10p per sheet
Out of School Clubs	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy –contact Office Manager 01634 863085	Free  10p per sheet
School publications, leaflets, books and newsletters	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>  Hard copy –contact Office Manager 01634 863085	Free  10p per sheet

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<b>Additional Information</b> Information that is not itemised in the lists above	Website: <a href="http://www.tunbury.kent.sch.uk">www.tunbury.kent.sch.uk</a>	Free
	Hard copy – contact Office Manager 01634 863085	10p per sheet

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

This guide will be reviewed at least every 3 years.

Dated: Sept 2017