

## Freedom of Information

### Guide to information available from The Preston & Wingham Primary Schools Federation under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>  <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a></p> <p>Hard copy from school office.</p>	<p>No charge</p> <p>Actual cost incurred – see below</p>
<p>Who's who in the school</p>	<p>Via email from</p>	<p>No charge</p>

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	<p>school office  <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a>  <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a></p> <p>Hard copy from school office.</p>	<p>Actual cost incurred – see below</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>  <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a></p> <p>Hard copy from</p>	<p>No charge</p> <p>Actual cost</p>

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	school office.	incurred – see below
Instrument of Government / Articles of Association	<p>Via email from school office  <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a>  <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a></p> <p>Hard copy from school office.</p>	<p>No charge</p> <p>Actual cost incurred – see below</p>
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a></p>	No charge

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	<a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	Actual cost incurred – see below
School prospectus (if any)	Hard copy from school office.	
Annual Report (if any)	N/A	
Staffing structure	Via email from school office <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge

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	Hard copy from school office.	Actual cost incurred – see below
School session times and term dates	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	No charge
	Hard copy from school office.	Actual cost incurred – see below
Address of school and contact details, including email address.	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>	No charge

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	<a href="http://ary.org.uk">ary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	
	Hard copy from school office.	Actual cost incurred – see below
<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	Via email from school office <a href="mailto:office@winghampri">office@winghampri</a>	No charge

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	<a href="mailto:mary.co.uk">mary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	
	Hard copy from school office.	Actual cost incurred – see below
Capital funding	Via email from school office <a href="mailto:office@winghampri.mary.co.uk">office@winghampri.mary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge

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	Hard copy from school office.	Actual cost incurred – see below
Financial audit reports	Via email from school office <a href="mailto:office@winghampriary.co.uk">office@winghampriary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge
	Hard copy from school office.	Actual cost incurred – see below
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where	Email request to school office	No charge



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practical.	<a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	Actual cost incurred – see below
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).	Via email from school office <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge

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	Hard copy from school office.	Actual cost incurred – see below
Pay policy	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	No charge
	Hard copy from school office.	Actual cost incurred – see below
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.	Via email from school office <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a>	No charge

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	<a href="mailto:mary.co.uk">mary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	
	Hard copy from school office.	Actual cost incurred – see below
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.	Via email from school office <a href="mailto:office@winghampri.mary.co.uk">office@winghampri.mary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge

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	Hard copy from school office.	Actual cost incurred – see below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Via email from school office <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge
	Hard copy from school office.	Actual cost incurred – see below
<b>Class 3 – What our priorities are and how we are doing</b>	(hard copy or website)	

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<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</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 <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>  <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a></p> <p>Hard copy from school office.</p>	<p>No charge</p> <p>Actual cost incurred – see below</p>

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Performance management policy and procedures adopted by the governing body.	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	No charge
	Hard copy from school office.	Actual cost incurred – see below
Performance data or a direct link to it	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	No charge

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	Hard copy from school office.	Actual cost incurred – see below
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>  Hard copy from school office.	No charge  Actual cost incurred – see below
Safeguarding and child protection	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>	No charge

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	<a href="http://www.prestonprimary.org.uk">ary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>	
	Hard copy from school office.	Actual cost incurred – see below
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.org.uk">www.prestonprimary.org.uk</a>	No charge



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	<a href="http://y.co.uk">y.co.uk</a>	Actual cost incurred – see below
	Hard copy from 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).	Via email from school office <a href="mailto:office@winghampriary.co.uk">office@winghampriary.co.uk</a> <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a>	No charge
	Hard copy from school office.	Actual cost incurred – see below

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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. 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>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> </ul>	Via email from	No charge

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<ul style="list-style-type: none"> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>	<p>school office  <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a>  <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a></p> <p>Hard copy from school office.</p>	<p>Actual cost incurred – see below</p>
<p>Charging regimes and policies.</p> <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.</p>	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>  <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a></p>	<p>No charge</p>

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<p>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>Hard copy from school office.</p>	<p>Actual cost incurred – see below</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 website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Via email from school office  <a href="mailto:office@winghamprimary.co.uk">office@winghamprimary.co.uk</a>  <a href="mailto:office@preston.kent.sch.uk">office@preston.kent.sch.uk</a></p>	<p>No charge</p>

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	Hard copy from school office.	Actual cost incurred – see below
Disclosure logs	Viewed on site	
Asset register	Viewed on site	
Any information the school is currently legally required to hold in publicly available registers	Viewed on site	
<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)	
Extra-curricular activities	School websites	No charge

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	<a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>  Hard copy from school office.	Actual cost incurred – see below
Out of school clubs	School websites <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a> <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a>  Hard copy from school office.	No charge   Actual cost incurred – see below

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<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>  <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a></p> <p>Hard copy from school office.</p>	<p>No charge</p> <p>Actual cost incurred – see below</p>
<p>School publications, leaflets, books and newsletters</p>	<p>School websites  <a href="http://www.winghamprimary.org.uk">www.winghamprimary.org.uk</a>  <a href="http://www.prestonprimary.co.uk">www.prestonprimary.co.uk</a></p> <p>Hard copy from</p>	<p>No charge</p> <p>Actual cost</p>

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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>		



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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 per sheet (black & white)	Actual cost *
	Photocopying/printing @	Actual cost

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	15p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority