



## LOVELACE PRIMARY SCHOOL Freedom of Information – Publication Scheme

### This is Lovelace Primary School's Publication Scheme

on information available under the Freedom of Information Act 2000

*The governing body is responsible for maintenance of this scheme.*

#### **1 Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

*The classes of information which we publish or intend to publish;*

*The manner in which the information will be published; and*

*Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our websites to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

#### **2 Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

#### **3 Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme:-

1. Class 1 – Who we are and what we do
2. Class 2 – What we spend and how we spend it
3. Class 3 – What our priorities are and how we are doing
4. Class 4 – How we make decisions
5. Class 5 – Our policies and procedures
6. Class 6 – Lists and Registers

#### **4 How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below or you can visit our website at [www.lovelace.kingston.sch.uk](http://www.lovelace.kingston.sch.uk)

Email: [office@lovelace.rbksch.org](mailto:office@lovelace.rbksch.org)

Tel: **0208 397 3265**

Contact Address: **Mansfield Rd, Chessington, Surrey. KT9 2RN.**

To help us process your request quickly, please clearly mark any correspondence

*Mark* *Rob Meakin*

| Reviewed | Due |
|----------|-----|
| May 2019 |     |

## **"PUBLICATION SCHEME REQUEST" (in CAPITALS please)**

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

### **5 Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated.

### **6 Classes of Information Currently Published**

| Information to be published   | How the information can be obtained | Cost  |
|---|-------------------------------------|---|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only   | How the information can be obtained | Cost  |
| Who's who in the school   | Website                             | Free  |
| Who's who on the governing body / board of governors and the basis of their appointment   | Website                             | Free  |
| Instrument of Government / Articles of Association  | Hard copy                           | Per sheet charge as per schedule of charges below |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  | Website                             |   |
| Staffing structure  | Hard copy                           | Per sheet charge as per schedule of charges below |
| School session times and term dates   | Website                             |   |
| Address of school and contact details, including email address.   | As above and on website             |   |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | How the information can be obtained | Cost  |
| Annual budget plan and financial statements   | Hard copy                           | Per sheet charge as per schedule of charges below |
| Capital funding   | Hard copy                           | Per sheet charge as per schedule of charges below |
| Financial audit reports   | Hard copy                           | Per sheet charge as per                           |

|   |  |   |                           |
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|   |  |   | schedule of charges below |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.   | Hard copy  | Per sheet charge as per schedule of charges 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).  | Hard copy  | Per sheet charge as per schedule of charges below |                           |
| Pay policy<br><br>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.   | Hard copy  | Per sheet charge as per schedule of charges 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.<br><br><b><i>Please note that staff expenses would only be in relation to re-claiming travel expenditure when staff attend offsite meetings or training courses.</i></b> | Hard copy  | Per sheet charge as per schedule of charges below |                           |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.   | Hard copy  | Per sheet charge as per schedule of charges below |                           |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current information as a minimum  | How the information can be obtained  | Cost  |                           |
| School profile (if any)<br><br>And in all cases: <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></ul>                          | <a href="https://www.compare-school-performance.service.gov.uk/102583/lovelace-primary-school">https://www.compare-school-performance.service.gov.uk/102583/lovelace-primary-school</a><br><br>Website |   |                           |
| Performance management policy and procedures adopted by the governing body.   | Hard copy  | Per sheet charge as per schedule of charges below |                           |
| Performance data or a direct link to it   | Website  |   |                           |

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| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status  | Hard copy   | Per sheet charge as per schedule of charges below             |
| Safeguarding and child protection (policy)  | Website   | Per sheet charge as per schedule of charges below             |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous three years as a minimum   | How the information can be obtained   | Cost  |
| Admissions policy/decisions (not individual admission decisions) – where applicable   | Admissions Department at The Royal Borough of Kingston upon Thames<br><br><a href="https://www.kingston.gov.uk/info/200342/apply_for_a_school_place/791/school_admissions_arrangements">https://www.kingston.gov.uk/info/200342/apply_for_a_school_place/791/school_admissions_arrangements</a> | Free<br><br>Per sheet charge as per schedule of charges below |
| 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).  | Hard copy   | Per sheet charge as per schedule of charges below             |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)   | How the information can be obtained   | Cost  |
| <u>School policies, including:-</u><br><br>Charging and Remissions Policy<br>Complaints procedure<br>Data Protection Policy<br>Equality (including equal opportunities) Policy<br>Governors Allowances Policy<br>Health and Safety Policy<br>Instrument of Government<br>Lettings Policy<br>Privacy Notice<br>Publication Scheme (Freedom of Information) Policy<br>Snow and Closure Policy<br>Volunteers in School<br>Whistleblowing | Website   | Free  |
| Records retention, destruction and archive procedure  | Hard Copy   | Per sheet charge as per                                       |

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|  |  | schedule of charges below                         |
| <u>Employment related policies, including:</u><br><br>Disciplinary and grievance policies/procedures<br>Pay Policy<br>Performance Appraisal Policy<br>Safer Recruitment procedure<br>Staff capability policy   | Hard Copy  | Per sheet charge as per schedule of charges below |
| <u>Pupil and curriculum policies, including:</u><br><br>Accessibility Plan<br>Anti-Bullying Policy<br>Attendance Policy<br>Behaviour Policy<br>Child Protection and Safeguarding Policy<br>Collection and Non Collection Policy<br>Cycle and Scooter Policy<br>Drug Education (Part of PSHE)<br>Educational Visits Policy<br>EYFS Policy<br>Home – school agreement<br>Homework Policy<br>Looked After Children Policy<br>Online Safety Policy<br>Sex and relationships Policy<br>Special Educational Needs (SEN) Policy<br>Statement on Extra Curricular Competitive Sport, Team Selection and Code of Conduct for Spectators<br>Support Children with Medical Needs Policy<br>Use of Reasonable Force Policy | Website  | Free  |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only (this does not include the attendance register).   | How the information can be obtained                              | Cost  |
| Curriculum circulars and statutory instruments   | Available to view in school                                      |   |
| Disclosure logs (Request received by the school under FOI)   | Available to view in school                                      |   |
| Asset register   | Available to view in school                                      |   |
| Any information the school is currently legally required to hold in publicly available registers (this does not include the attendance register)   | Hard Copy (some information may only be available by inspection) | Per sheet charge as per schedule of charges below |
| <b>Class 7 – The services we offer</b><br><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)   | How the information can be obtained                              | Cost  |

| Current information only   |  |                      |   |
|--|--|----------------------|---|
| Extra-curricular activities  |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |
| Services for which the school is entitled to recover a fee, together with those fees |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |
| School publications, leaflets and letters  |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |
| School lunches menu (produced by catering company ISS)                               |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |
| After school activity clubs  |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |
| Wraparound care (breakfast /after school / holiday clubs)                            |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |
| Newsletters  |  | Website<br>Hard Copy | Free<br>Per sheet charge as per schedule of charges below |

## 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  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
|--|--|--|------------|-------------------|--|-------|-------|---|-------|-------|---|-------|-------|-----------------------|-----|-----|-----------------------|-----|-----|--|
| <b>Disbursement cost</b>                       | Photocopying/printing @ ..<br>£0.00260p per sheet (black & white)  | Actual cost *  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
|  | Photocopying/printing @ ..<br>£0.02400p per sheet (colour)   | Actual cost  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
|  | Postage<br><br>UK letter services  |  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
|  | <table border="1"> <thead> <tr> <th>UK letter services</th> <th>Price from</th> <th>Online price from</th> </tr> </thead> <tbody> <tr> <td><u>Royal Mail Special Delivery Guaranteed™</u></td> <td>£6.60</td> <td>£6.60</td> </tr> <tr> <td><u>Royal Mail Signed For™ 1st Class</u></td> <td>£1.90</td> <td>£1.90</td> </tr> <tr> <td><u>Royal Mail Signed For™ 2nd Class</u></td> <td>£1.81</td> <td>£1.81</td> </tr> <tr> <td><u>1st Class mail</u></td> <td>70p</td> <td>70p</td> </tr> <tr> <td><u>2nd Class mail</u></td> <td>61p</td> <td>61p</td> </tr> </tbody> </table> | UK letter services   | Price from | Online price from | <u>Royal Mail Special Delivery Guaranteed™</u> | £6.60 | £6.60 | <u>Royal Mail Signed For™ 1st Class</u> | £1.90 | £1.90 | <u>Royal Mail Signed For™ 2nd Class</u> | £1.81 | £1.81 | <u>1st Class mail</u> | 70p | 70p | <u>2nd Class mail</u> | 61p | 61p |  |
| UK letter services                             | Price from   | Online price from  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
| <u>Royal Mail Special Delivery Guaranteed™</u> | £6.60  | £6.60  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
| <u>Royal Mail Signed For™ 1st Class</u>        | £1.90  | £1.90  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
| <u>Royal Mail Signed For™ 2nd Class</u>        | £1.81  | £1.81  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
| <u>1st Class mail</u>                          | 70p  | 70p  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
| <u>2nd Class mail</u>                          | 61p  | 61p  |            |                   |  |       |       |   |       |       |   |       |       |                       |     |     |                       |     |     |  |
| <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

### 7 Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mrs Wendy Ashburner, School Business Manager.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***

Or

Enquiry/Information Line: 0303 123 1113

Website : [www.ico.org.uk](http://www.ico.org.uk)

