



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

Email: 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

Mansfield 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) 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	
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	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

		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 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. <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>	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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	How the information can be obtained	Cost
School profile (if any) And in all cases: <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report 	https://www.compare-school-performance.service.gov.uk/school/102583/lovelace-primary-school 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	

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

		schedule of charges below
<u>Employment related policies, including:</u> Disciplinary and grievance policies/procedures Pay Policy Performance Appraisal Policy Safer Recruitment procedure Staff capability policy	Hard Copy	Per sheet charge as per schedule of charges below
<u>Pupil and curriculum policies, including:</u> Accessibility Plan Anti-Bullying Policy Attendance Policy Behaviour Policy Child Protection and Safeguarding Policy Collection and Non Collection Policy Cycle and Scooter Policy Drug Education (Part of PSHE) Educational Visits Policy EYFS Policy Home – school agreement Homework Policy Looked After Children Policy Online Safety Policy Sex and relationships Policy Special Educational Needs (SEN) Policy Statement on Extra Curricular Competitive Sport, Team Selection and Code of Conduct for Spectators Support Children with Medical Needs Policy Use of Reasonable Force Policy	Website	Free
Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only (this does not include the attendance register).		
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
Class 7 – The services we offer (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 Hard Copy	Free 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 Hard Copy	Free Per sheet charge as per schedule of charges below
School publications, leaflets and letters	Website Hard Copy	Free Per sheet charge as per schedule of charges below
School lunches menu (produced by catering company ISS)	Website Hard Copy	Free Per sheet charge as per schedule of charges below
After school activity clubs	Website Hard Copy	Free Per sheet charge as per schedule of charges below
Wraparound care (breakfast /after school / holiday clubs)	Website Hard Copy	Free Per sheet charge as per schedule of charges below
Newsletters	Website Hard Copy	Free 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																		
Disbursement cost	Photocopying/printing @ .. £0.00260p per sheet (black & white)	Actual cost *																		
	Photocopying/printing @ . £0.02400p per sheet (colour)	Actual cost																		
	Postage 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																		
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)																		
Other																				

* 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, Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 0303 123 1113

Website : www.ico.org.uk

