



Freedom of Information Act Publication Scheme for Borden Grammar School

Aim of the publication scheme

The publication scheme covers the Academy's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information that is held by the Academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The Classes of Available Information

Who we are and what we do.

Organisational information, structures, locations and contacts.

What we spend and how we spend it.

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategies and plans, audits, inspections and reviews.

How we make decisions.

Decision making processes and records of decisions

Our policies and procedures.

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current only.

Lists and Registers.

Information in currently maintained lists and registers only.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Requests for information

Information that is not published under the scheme can be requested in writing from the Headteacher. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

School Website: www.bordengrammar.kent.sch.uk

Charges

Information, in most cases, can be downloaded from the website free of charge. A charge will be made for services to cover administrative costs such as photocopying and postage.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
<p>Who's who in the school</p>	<p>Hard Copy</p>	<p>See Below</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Hard Copy</p>	<p>See Below</p>
<p>Memorandum and Articles of Association</p>	<p>Hard Copy</p>	<p>Varying (due to number of pages)</p>
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy/ School contact details on website</p>	<p>See Below</p>
<p>School prospectus</p>	<p>Hard Copy/Website</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Hard Copy</p>	<p>See Below</p>
<p>School session times and term dates</p>	<p>Hard Copy/Website</p>	<p>See Below</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
Annual budget plan and financial statements	Hard Copy/Website	See Below
Capitalised funding	Hard Copy	See Below
Additional funding	Hard Copy	See Below
Procurement and projects	Hard Copy	See Below
Pay policy	Hard Copy	See Below
Staffing and grading structure	Hard Copy	See Below

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard Copy Ofsted report available on school website</p>	<p>Free</p>
Performance management policy and procedures adopted by the governing body.	Hard Copy	See Below
Schools future plans	Hard Copy	See Below

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website</p>	<p>Free</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard Copy</p>	<p>Varying</p>
<p>Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard Copy</p>	<p>Varying depending on number of pages</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy** • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • School Rules • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>All Available In Hard Copy Website</p> <p>Website</p>	<p>Varying depending on number of pages (except ** which is free)</p>

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Behaviour** • Computer Network Pupils Code of Conduct • Special Educational Needs** • Accessibility • Race equality • Mobile Phone • Disability Equality • Pupil discipline • Anti Bullying 	<p>All Available In Hard Copy</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>Varying Depending On Number Of Pages (except ** which are free)</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard Copy</p>	<p>Varying Depending On Number Of Pages</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>Hard Copy/Website</p>	<p>Free</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
<p>Curriculum circulars and statutory instruments</p>		<p>Varying depending on the number of pages</p>
<p>Disclosure logs</p>		<p>Varying depending on the number of pages</p>
<p>Asset register</p>	<p>Available by Inspection Only</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>Available by Inspection Only</p>	<p>Free</p>

<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard copies can be obtained by calling the school office on 01795 424192 (Some information may only be available by inspection)</p>	<p>Postage will be added to these costs</p>
<p>Extra-curricular activities</p>	<p>Hard Copy</p>	<p>Free</p>
<p>Out of school clubs</p>	<p>Hard Copy</p>	<p>Free</p>
<p>School publications</p>	<p>Hard Copy</p>	<p>Free</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>		
<p>Leaflets books and newsletters</p>	<p>Hard Copy</p>	<p>Free</p>

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying/printing @ 2p per side (black & white)	Actual cost *
	Photocopying/printing @ 10p per side (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees		In accordance with any relevant legislation
Other		

* the actual cost incurred by the school