

Freedom of Information

Guide to information available from Queenborough School & Nursery under the model publication scheme

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		
Who's who in the school	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet
Who's who on the governing body / board of governors and the basis of their appointment	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet
Instrument of Government / Articles of Association	Hard copy on request	10p or 30p per sheet
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	School website - www.queenborough.kent.sch.uk	Free

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	Hard copy on request	10p or 30p per sheet
School prospectus (if any)	School website - www.queenborough.kent.sch.uk Hard copy on request	Free Free
Staffing structure	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet
School session times and term dates	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet
Address of school and contact details, including email address.	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet

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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		
Annual budget plan and financial statements	Hard copy on request	10p or 30p per sheet
Capital funding	Hard copy on request	10p or 30p per sheet
Financial audit reports	Hard copy on request	10p or 30p per sheet
Details of expenditure items over £2000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy on request	10p or 30p per sheet
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 on request	10p or 30p per sheet
Pay policy	Hard copy on request	10p or 30p per sheet
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.	Hard copy on request	10p or 30p per sheet

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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 on request	10p or 30p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy on request	10p or 30p per sheet
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		
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	School website - www.queenborough.kent.sch.uk	Free

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<ul style="list-style-type: none"> • Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hard copy on request	10p or 30p per sheet
Performance data or a direct link to it	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet
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 on request	10p or 30p per sheet
Safeguarding and child protection	School website - www.queenborough.kent.sch.uk Hard copy on request	Free 10p or 30p per sheet
<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>		
Admissions policy/decisions (not individual admission decisions) - where applicable	School website - www.queenborough.kent.sch.uk	Free

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	Hard copy on request	10p or 30p per sheet
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 copies on request	10p or 30p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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.		
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies)	Hard copies on request	10p or 30p per sheet

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Charging regimes and policies. 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.	School website - www.queenborough.kent.sch.uk Hard copies on request	Free 10p or 30p per sheet
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Inspection only	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and		

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newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	School website - www.queenborough.kent.sch.uk Hard copies on request	Free 10p or 30p per sheet
Out of school clubs	School website - www.queenborough.kent.sch.uk Hard copies on request	Free 10p or 30p per sheet
School publications, leaflets, books and newsletters	School website - www.queenborough.kent.sch.uk Hard copies on request	Free 10p or 30p per sheet

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * £0.0039
	Photocopying/printing @ 30p per sheet (colour)	Actual cost * £0.0375
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority