

Freedom of Information 2017 - 2020

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained	Cost
<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>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Who's who in the school</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Instrument of Government / Articles of Association</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a></p>	<p>5p per</p>

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	<a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	sheet B&W
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
School prospectus (if any)	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
Staffing structure	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
School session times and term dates	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
Address of school and contact details, including email address.	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W



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<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website) Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Annual budget plan and financial statements</p>	<p>Hard Copy Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Capital funding</p>	<p>Hard Copy Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Financial audit reports</p>	<p>Hard Copy - Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	<p>Hard Copy Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>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).</p>	<p>Hard Copy Office Manager</p>	<p>5p per sheet B&amp;W</p>

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Pay policy	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.u">www.causton.suffolk.sch.u</a> Hard copy – Office Manager	5p per sheet B&W
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 – Office Manager	5p per sheet B&W
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 Office Manager	5p per sheet B&W
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy Office Manager	5p per sheet B&W
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per copy B&W

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<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>N/A</p> <p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per copy B&amp;W</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>Performance data or a direct link to it</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>

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Safeguarding and child protection Policy	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per copy B&W
Admissions policy/decisions (not individual admission decisions) – where applicable	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
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).	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
<b>Class 5 – Our policies and procedures</b> (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,	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per copy B&W



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<p>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>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per copy B&amp;W</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>● Information security policies</li> <li>● Records retention, destruction and archive policies</li> <li>● Data protection (including information sharing policies)</li> </ul>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</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>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>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager</p>	<p>5p per sheet B&amp;W</p>

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<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>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager; (some information may only be available by inspection)</p>	<p>5p per copy B&amp;W</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Inspection only</p>	
<p>Disclosure logs</p>	<p>Inspection only</p>	
<p>Asset register</p>	<p>Inspection only</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only</p>	
<p><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)</p> <p>Current information only</p>	<p>Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager; (some information may only be available by inspection)</p>	<p>5p per copy B&amp;W</p>



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Extra-curricular activities	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per copy B&W
Out of school clubs	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per sheet B&W
Services for which the school is entitled to recover a fee, together with those fees	Inspection only	
School publications, leaflets, books and newsletters	Website <a href="http://www.maidstoneinfants.or.uk">www.maidstoneinfants.or.uk</a> <a href="http://www.causton.suffolk.sch.uk">www.causton.suffolk.sch.uk</a> Hard copy – Office Manager	5p per copy B&W
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.



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<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	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