



Freedom of Information Policy

Approved by:	Finance & Resources Committee	Date: 11.5.2023
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This is Ramsgate Holy Trinity'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 website 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:

- provide a caring, secure and challenging environment, rooted in Christian beliefs, in which every child is valued and respected.
- 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.

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.

The classes of information that we undertake to make available are organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

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, fax or letter. Contact details are set out below:

Email: **office@ramsgateholylrinity.co.uk**

Tel: **01843 860744**

Contact Address: **Ramsgate Holy Trinity C.E. Primary School, Dumpton Park Drive, Broadstairs, Kent, CT10 1RR**

Or you can visit our website at: www.ramsgateholylrinity.co.uk

To help us process your request quickly, please clearly mark any correspondence **"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 or an Internet café.

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.

6. Published Information

Guide to information available from Ramsgate Holy Trinity School 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	(hard copy and/or website)	
Who's who in the school	Hard copy – school office	10p/sheet
Who's who on the governing body and the basis of their appointment	Hard copy – clerk to govs Website	10p/sheet Free
Instrument of Government	Hard copy – clerk to govs	10p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy – school office Website	10p/sheet free
School prospectus	Hard copy and website	Free
Staffing structure	Hard copy – school office	10p/sheet
School session times and term dates	Hard copy – school office Website	10p/sheet free
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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy - Finance office	10p/sheet
Capitalised funding	Hard copy - Finance office	10p/sheet
Financial Audit Reports	Hard copy - Finance office	10p/sheet

Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.		
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 (e.g. Local Authority or Diocese)	Hard copy - Finance office	10p/sheet
Pay policy	Hard copy - Finance office Copy can be emailed	10p/sheet
Staff allowances and expenses that can be insured or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic annual salary is at least £60,000 per annum) by reference to categories	Hard copy - Finance office	10p/sheet
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		
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Hard copy - Clerk to Governors	10p/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		
<ul style="list-style-type: none"> • Government supplied performance data or a direct link • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post inspection plan • Section 48 Inspection report 	Hard copy – school office Website	10p/sheet Free
Performance management policy and procedures adopted by the governing body.	Hard copy – school office Copy can be emailed	10p/sheet
Performance data or a direct link to it	Website	
Schools future plans; for example, proposals for and any consultation on the future of the school, such as a change in status,	Hard copy – school office	10p/sheet
Safeguarding and Child Protection procedures	Hard copy – school office	10p/sheet

<ul style="list-style-type: none"> Charging and Remissions policy <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>	Hard copies available from school office Copy can be emailed	10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Available from office	Free
Freedom of Information Disclosure Log	Available from office	10p/sheet
Asset register	Hard copy – available from office for inspection only	Free
Any information the school is currently legally required to hold in publicly available registers		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular services	Hard copy – school office Website	Free
After/ Before school clubs	School Office	Free
School publications and information leaflets	Hard copy – school office Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy – school office Website	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
School Brochure		

Contact details:

Ramsgate Holy Trinity C.E. Primary School
Dumpton Park Drive
Broadstairs
Kent CT10 1RR
Tel (01843) 860744
office@ramsgateholylrinity.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
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: ***The Headteacher, Ramsgate Holy Trinity C.E. Primary School.***

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 via:

Enquiry/Information Line: 0303 123 1113

Website: www.ico.org.uk

8. Policy Review

This policy will be reviewed biennially.