



# Freedom of Information Policy

Approved by:	Finance & Resources Committee FGB	Date: 15.5.2025 22.5.2025
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Reviewed:	May 2025
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Next review due :	May 2027
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Every day we gather as a community of learners and leaders, recognising and nurturing each individual and their gifts. Following Jesus' example, we aspire to be inclusive, compassionate and caring, valuing curiosity and embracing challenge to prepare our children for an ever-changing world. We are guided by our values of Love, Faith and Hope. From our first day, all and one are nourished: spiritually, emotionally, academically and physically.



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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 Policy.***

## **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, or letter. Contact details are set out below:

Email: **office@ramsgateholyltrinity.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.ramsgateholyltrinity.co.uk](http://www.ramsgateholyltrinity.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
<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>	(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 govts Website	10p/sheet Free
Instrument of Government	Hard copy – clerk to govts	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
<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>	(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
<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		
<ul style="list-style-type: none"> <li>• Government supplied performance data or a direct link</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post inspection plan</li> <li>• Section 48 Inspection report</li> </ul>	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

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy – school office Website	10p/sheet Free
Agendas and minutes of meetings of the governing body and its committees (NB this will exclude information that is properly regarded as confidential to the meetings)	Hard copy - Clerk to Governors Copies can be emailed	10p/sheet
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Charging &amp; Remissions Policy</p> <p>Behaviour Policy</p> <p>Relationships &amp; Sex Education Policy</p> <p>SEN Policy</p> <p>Supporting Pupils with medical conditions</p> <p>Teacher Appraisal and Capability Policy</p> <p>Teacher’s Performance Related Pay Policy</p> <p>Staff Discipline, Conduct and Grievance</p> <p>Data Protection Policy</p> <p>Health and Safety Policy</p> <p>Admission arrangements and criteria</p> <p>Accessibility Plan</p> <p>Complaints Policy</p> <p>Governors’ Allowance Policy</p> <p>Safeguarding Policy</p> <p>Statement of Procedures for dealing with allegations of abuse against staff</p> <p>Equality and Racial Equality Policies</p>	(hard copy or website)	10p/sheet
<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>	Hard copies available from school office	10p/sheet

<ul style="list-style-type: none"> <li>Charging and Remissions policy</li> </ul> <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
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p>	(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		
<p><b>Class 7 – The services we offer</b></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>	(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
<p><b>Additional Information</b></p> <p>This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		
School Brochure		

**Contact details:**

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

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing 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
<b>Other</b>		

\* 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](http://www.ico.org.uk)

## 8. Policy Review

This policy will be reviewed biennially.