



Freedom of Information Publication Scheme

Phoenix Community Primary School

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Ratified by Governing Body: January 2015

Due for Review: January 2018

1. WHO WE ARE AND WHAT WE DO (ORGANISATIONAL INFORMATION, STRUCTURES, LOCATIONS AND CONTACTS)

Information to be Published	How the information can be obtained	Cost
Who's who in the school	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
Who's who on the governing body / board of governors and the basis of their appointment	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via Clerk to Governors	Free 10p/sheet
Instrument of Government	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via Clerk to Governors	Free 10p/sheet
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	School Website: www.phoenix-primary.kent.sch.uk	Free
School prospectus (if any)	One copy per family when a child starts school One copy to prospective parents	Free Free
Staffing structure	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
School session times and term dates	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
Address of school and contact details, including email address.	School Website: www.phoenix-primary.kent.sch.uk	Free

2. WHAT WE SPEND AND HOW WE SPEND IT

Information to be Published	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard Copy: Request via Clerk to Governors	10p/sheet
Capital funding	Hard Copy: Request via Clerk to Governors	10p/sheet
Financial audit reports	Hard Copy: Request via Clerk to Governors	10p/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: Request via Clerk to Governors	10p/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).	KCC Website	Free
Pay policy	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>)	
Staffing, pay and grading structure. <i>The pay structure will be in salary ranges.</i>	Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>)	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet

3. WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING?

Information to be Published	How the information can be obtained	Cost
Government Supplied Performance Data Ofsted Report Post-inspection action plan	School Website: www.phoenix-primary.kent.sch.uk Ofsted Website: www.ofsted.gov.uk Hard Copy: Request via School Office School Website: www.phoenix-primary.kent.sch.uk	Free Free 10p/sheet
Performance management policy and procedures adopted by the governing body.	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/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	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
Safeguarding and child protection	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet

4. HOW WE MAKE DECISIONS

Information to be Published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/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).	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via Clerk to Governors	Free 10p/sheet

5. OUR POLICIES AND PROCEDURES

Information to be Published	How the information can be obtained	Cost
School Policies including: <ul style="list-style-type: none"> • Finance • Children and Family • Curriculum • Human Resource • School Management • Other Statutory Documents 	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
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) 	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
Charging regimes and policies.	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet

6. LISTS AND REGISTERS

Information to be Published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>)	Free
Disclosure logs	Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>)	Free
Asset register	Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>)	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection Only (<i>an appointment must be made with the Headteacher and the information read while they are present</i>)	Free

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7. THE SERVICES WE OFFER

Information to be Published	How the information can be obtained	Cost
Extra-curricular activities	School Website: www.phoenix-primary.kent.sch.uk	Free
Out of school clubs	School Website: www.phoenix-primary.kent.sch.uk	Free
Services for which the school is entitled to recover a fee, together with those fees (e.g. authorisation of a child's passport photo)	Request via School Office	Free
School publications	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free 10p/sheet
Leaflets, Letters and Newsletters	School Website: www.phoenix-primary.kent.sch.uk Hard Copy: Request via School Office	Free Free

8. ADDITIONAL INFORMATION

Information to be Published	How the information can be obtained	Cost
None		

9. SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing (Black and White) @ 10p per sheet	Actual Cost: Paper, toner, electricity, personnel time

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	Photocopying/printing (Colour) @ 50p per sheet	Actual Cost: Paper, toner, electricity, personnel time
	Postage	Actual Cost of Royal Mail 2 nd Class Delivery