Freedom of Information Policy and Publication Scheme

Sussex Road Primary School

Approved by:	**HT**	**Date:**	**September 2025**
Next review due:	**September 2026**		

Introduction

The Freedom of Information Act 2000 (FOIA) was introduced to promote greater openness and accountability across the public sector and requires all maintained schools to be clear and proactive about the information they will make public.

As a result, the school has produced 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
- 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 available in paper form, some is available electronically on our website for you to download and print.

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 ‘s Office (ICO).

The Aims of the Policy

The school aims to enable every child to fulfil their learning potential, providing and education that meets the needs of each child. We also seek to 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.

Pupils, as data subjects, have certain rights under the Data Protection legislation (GDPR) including a general right of access to personal data held on them. Their parents exercise this right on their behalf if they are too young (under 12) to do so themselves. This policy is not however intended to be used for requests to access personal Information held by the school or by the Department of Education.

For access to personal data held by the School, please refer to the school’s GDPR, Data Management and SEN Policies.

For access to personal data which DfE holds about your child, please contact the Department:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: **www.education.gov.uk**
Email: **info@education.gsi.gov.uk**
Telephone: 0870 000 2288

Withholding Information

The FOI Act contains 23 exemptions whereby information can be withheld. We will only withhold information if it falls within the scope of one or more of these exemptions. Complete files or documents will not be withheld just because part of the information is covered by an exemption.

An exemption will only be applied where we have reason to believe that prejudice might occur to the interest protected by the exemption. In addition, wherever a "public interest" exemption is being considered, we will only withhold that information which it can demonstrate that the public interest will be best served by withholding. When considering withholding information under a non-absolute exemption we will take into account whether the release of the information would:

- promote further understanding of current issues of public debate
- promote the accountability of decisions taken by us and the spending and allocation of public money
- bring to light matters of public safety
- allows the public to understand and challenge decisions made by us
- be otherwise in the public interest

There information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld.

The school is exempt from providing requested information where: -

- it would cost too much (over £450) or take too long (over 18 hours) to deal with the request
- the request is considered vexatious
- the request repeats a previous request from the same person/family/group for the same information
- where the request requires response using an embedded link to a third-party form or site which cannot be verified as safe

Paying for Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. Charges may be levied where a Publication Scheme request or FOI request requires: -

- Considerable time collating information
- photocopying or printing,
- postage charges,
- is for a priced item such as some printed publications or videos,

We will advise the cost before fulfilling your request. Payment will be required prior to provision of the information.

How to Request Information

If you require a paper version of any of the documents within the scheme, the request must be made in writing by email or letter giving clear details of the information requested. Embedded links and attached forms provided by the enquirer will not be opened or used to provide information's in accordance with School's ICT security policy based on guidance from the local authority.

Address:

Sussex Road CP School,
Sussex Road,
Tonbridge,
Kent
TN9 2TP
Telephone: 01732 352367
E-mail: schooloffice@sussex-road.kent.sch.uk

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”. Written notice of any fee will be provided to the enquirer before any information is supplied.

If the information you are looking for is not evident via the scheme or on our website, then a Freedom of Information (FOI) request is needed. This must be in writing and must contain the requestor’s name and contact details; either postal address or email address for the response to be sent.

All FOI requests will be responded to by the School within **20 school days** from receipt.

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 regarding information you have received or been refused, then initially this should be addressed to the Headteacher, using the above address, or emailed to Headteacher@sussex-road.kent.sch.uk

If you are not satisfied with the assistance that you receive or if the school has not been able to resolve your complaint and you wish to lodge a formal complaint this should be addressed to the Information Commissioner’s Office. This organisation oversees Freedom of Information Act 2000 compliance including formal complaints. They can be contacted at:

The Case Reception Unit
Customer Service Team
Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk

Schedule of Charges		
Type of Charge	**Description**	**Basis for Charge**
Disbursement cost	Photocopies/printing @10p per sheet (black & white) to include collation and reproduction time	Actual Cost to provide information
	Photocopying/printing @15p per sheet (colour) to include collation and reproduction time	Actual Cost to provide information
	Postage	Actual cost of Royal Mail First Class
	Special Delivery Courier	Price on application
Statutory Fee	In accordance with the relevant legislation at time of request. Sept 2026 **£450 Limit:** Applies to local government and all other public authorities (calculated at £25 per hour for up to 18 hours of work).	Requests tasking less than 1 hours to complete will be free. Cost in time to produce larger requests. Requests taking more than the 18 hours maximum/ charge £450 are deemed excessive by the ICO and the school is exempt from providing the requested information.
Other	Translating information into other languages	Price on application - will be charged at cost
	Converting to other preferred formats not normally used by the school	Price on application - will be charged at cost

Documentation available from the School under the Freedom of Information Act 2000.

The school has the right to refuse to provide: -

- Information it does not have
- Information Exempt under one of the FOIA exemptions or where its release is prohibited.
- Information, which is out of date, archived or otherwise inaccessible.
- information would be impractical or resource-intensive to prepare for routine release.
- Information is in the public domain including the school's website, and that of other agencies

Information to available	How the information can be obtained
Class 1 - Who we are and what we do - This will be current information only	
Who's who in the school	https://www.sussex-road.kent.sch.uk/page/?title=Staff&pid=39
Who's who on the governing board and the basis of their appointment	https://www.sussex-road.kent.sch.uk/page/?title=Governing+Board&pid=14
Instrument of Government	https://www.sussex-road.kent.sch.uk/page/?title=Governing+Board&pid=14
Contact details for the Headteacher and for the governing body, via the school	https://www.sussex-road.kent.sch.uk/contact-us https://www.sussex-road.kent.sch.uk/page/?title=Governing+Board&pid=14
School prospectus and Annual Report (if any)	None produced
Staffing structure	https://www.sussex-road.kent.sch.uk/page/?title=Staff&pid=39
School session times and term dates	https://www.sussex-road.kent.sch.uk/page/?title=Term+Dates&pid=28
Address of School and contact details including email contact form	https://www.sussex-road.kent.sch.uk/contact-us
Class 2 – What we spend and how we spend it Current and previous Financial year information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Benchmarking for previous year including finalised figures	https://schools-financial-benchmarking.service.gov.uk/school?urn=118286
Annual budget plan and financial statements	Available from the school-COST
Capital funding	Available from the school-COST
Financial audit reports	Available from the school-COST
Details of expenditure items over £2,000.	Available from the school-COST
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).	Available from the school-COST
Pay policy – Care under review by central government Sept 2026	Available from the school-COST
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 £100,000 per annum) by reference to categories.	https://www.sussex-road.kent.sch.uk/page/?title=Finance&pid=43 Additional information may be available from the school subject to GDPR - COST
Staffing, pay and grading structure. The pay information should include salaries for Senior Leadership Team or equivalent as above, in bands of £10,000. For more junior posts, disclosure will be by salary range only	Available from the school-COST
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	https://www.sussex-road.kent.sch.uk/page/?title=Policies&pid=19

Information available	How the information can be obtained
Class 3– What our priorities are and how we are doing	
• Performance data supplied to the English Executive direct link • The latest Ofsted Summary or Full report • Post-inspection action plan	https://www.sussex-road.kent.sch.uk/page/?title=OFSTED+and+Pupil+Outcomes&pid=16 Available from the school-COST
Performance management policy and procedures adopted by the governing body. Care under review by central government and the Local Authority Sept 2026	Available from the school-COST
Performance data direct link	https://www.compare-school-performance.service.gov.uk/school/118286/sussex-road-community-primary-school
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	https://www.sussex-road.kent.sch.uk/page/?title=Strategic+Plan&pid=154
Safeguarding and child protection	https://www.sussex-road.kent.sch.uk/page/?title=Policies&pid=19
Class 4 – How we make decisions Current and previous 3 years decision making processes and records of decisions)	
Admissions policy/decisions (not individual admission decisions)	https://www.sussex-road.kent.sch.uk/page/?title=Admissions+%26amp%3B+School+Tours&pid=27 Sussex Road School is a Community Primary and does not set its own admissions policy. https://www.kent.gov.uk/education-and-children/schools/school-places
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).	https://sussex-road-community.secure-primarysite.net/meet-the-governors/Available from the school-COST This excludes all confidential discussions as agreed during each FGB meeting as noted in the main meeting minutes.
Class 5 – Our policies and procedures Current statutory written protocols, policies and procedures for delivering services and responsibilities	
Records management and personal data policies, including: Information security policies (Data Management including Data protection) Records retention, destruction and archive policies	https://www.sussex-road.kent.sch.uk/page/?title=Policies&pid=19 Individual policies are available free of charge from the school and would not therefore fall under the scope of a Freedom Of Information request. Note -policies are reviewed constantly and the most up to date document will be published on the website following ratification. https://www.kelsi.org.uk/school-management/data-and-reporting/access-to-information/records-management **KCC Retention Schedule**
Charging and Remissions Policy See also below -schedule of charges for Freedom of Information Requests	For information

Information to available	How the information can be obtained
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register). Information only available by inspection. Access to **all** personal data is restricted by GDPR	
Curriculum circulars and statutory instruments	https://www.sussex-road.kent.sch.uk/page/?title=Curriculum+Overviews&pid=21 and throughout the website
Disclosure logs	NA
Asset register	For inspection only. Note The school is a tenant of KCC who own all the Buildings and Land.
Class 7 – The services we offer Current information only about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may be available for inspection only.	
Extra-curricular activities	https://www.sussex-road.kent.sch.uk/page/?title=Parents&pid=8 Additional information available from the school-COST For external providers requests should be directed to them.
Out of school clubs	https://www.sussex-road.kent.sch.uk/page/?title=Polkadots%3A+Wrap+Around+Care&pid=35 External providers – requests should be directed to Polkadots
Services for which the school is entitled to recover a fee, together with those fees	https://www.sussex-road.kent.sch.uk/page/?title=Policies&pid=19 **Charging and Remissions Policy**
School publications, leaflets, books and newsletters	https://www.sussex-road.kent.sch.uk/news-and-events