



## Sussex Road CP School Freedom of Information Policy and Publication Scheme

### 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 an 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 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](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288

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## 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 vexatious
- the request repeats a previous request from the same person/family/group for the same information

## 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. If the Publication Scheme request or FOI 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. 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](mailto: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.

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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](mailto: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](mailto:publications@ic-foi.demon.co.uk)

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## 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.
- The information is readily and publicly available from an external website – although the school will provide a direct link to such information.
- Information which is out of date, archived or otherwise inaccessible.
- The information would be impractical or resource-intensive to prepare for routine release.

| Information to available  | How the information can be obtained   |
|---|---|
| <b>Class 1 - Who we are and what we do</b><br>This will be current information only |   |
| Who's who in the school   | <a href="https://sussex-road-community.secure-primariesite.net/meet-the-staff/">https://sussex-road-community.secure-primariesite.net/meet-the-staff/</a><br><br><b>Meet the Staff</b>  |
| Who's who on the governing body and the basis of their appointment                  | <a href="https://www.sussex-road.kent.sch.uk/meet-the-governors/">https://www.sussex-road.kent.sch.uk/meet-the-governors/</a><br><br><b>Meet the Governors</b>  |
| Instrument of Government  | <a href="https://primariesite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/4b9b0a9af77c48158ced428850db3714/sussex-road-community-ps-instrument-of-government.pdf?AWSAccessKeyId=AKIAJKENS5YI4OJHOIZQ&amp;Signature=UnVeifTazAg4%2BiDehhbBvs1hh8%3D&amp;Expires=1606304734">https://primariesite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/4b9b0a9af77c48158ced428850db3714/sussex-road-community-ps-instrument-of-government.pdf?AWSAccessKeyId=AKIAJKENS5YI4OJHOIZQ&amp;Signature=UnVeifTazAg4%2BiDehhbBvs1hh8%3D&amp;Expires=1606304734</a> |
| Contact details for the Head teacher and for the governing body, via the school     | <a href="https://www.sussex-road.kent.sch.uk/senior-leaders/">https://www.sussex-road.kent.sch.uk/senior-leaders/</a><br><b>Senior Leader Contact Details</b><br><a href="https://sussex-road-community.secure-primariesite.net/contacting-the-governors/">https://sussex-road-community.secure-primariesite.net/contacting-the-governors/</a><br><b>Contacting the Governors</b>   |
| School prospectus (if any)  | None  |
| Annual Report (if any)  | None  |
| Staffing structure  | <a href="https://www.sussex-road.kent.sch.uk/meet-the-staff/">https://www.sussex-road.kent.sch.uk/meet-the-staff/</a><br><b>Meet the Staff</b>  |
| School session times and term dates   | <a href="https://sussex-road-community.secure-primariesite.net/diary/grid/2020/11/">https://sussex-road-community.secure-primariesite.net/diary/grid/2020/11/</a>   |
| Address of School and contact details including email contact form                  | <a href="https://sussex-road-community.secure-primariesite.net/contact-details/">https://sussex-road-community.secure-primariesite.net/contact-details/</a>   |

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| <b>Class 2 – What we spend and how we spend it</b>   |  |
|--|--|
| 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   | <a href="https://schools-financial-benchmarking.service.gov.uk/SchoolSearch/Search?searchtype=search-by-location&amp;LocationCoordinates=51.19044,0.26349&amp;locationorpostcode=Sussex%20Road,%20Tonbridge,%20Kent&amp;openOnly=true">https://schools-financial-benchmarking.service.gov.uk/SchoolSearch/Search?searchtype=search-by-location&amp;LocationCoordinates=51.19044,0.26349&amp;locationorpostcode=Sussex%20Road,%20Tonbridge,%20Kent&amp;openOnly=true</a>  |
| 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 £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | 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   | 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.                          | <a href="https://sussex-road-community.secure-primariesite.net/finance/">https://sussex-road-community.secure-primariesite.net/finance/</a><br>Additional information available from the school - 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.  | Available from the school-COST   |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.  | <a href="https://sussex-road-community.secure-primariesite.net/school-policies/">https://sussex-road-community.secure-primariesite.net/school-policies/</a>  |
| <b>Class 3– What our priorities are and how we are doing</b>   |  |
| <ul style="list-style-type: none"> <li>Performance data supplied to the English Executive 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 action plan</li> </ul> | <a href="https://www.compare-school-performance.service.gov.uk/school/118286/sussex-road-community-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/118286/sussex-road-community-primary-school/primary</a><br><a href="https://primariesite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/a8c9752a3c524e7d911cc29552901e30/118286_2.PDF">https://primariesite-prod-sorted.s3.amazonaws.com/sussex-road-community/UploadedDocument/a8c9752a3c524e7d911cc29552901e30/118286_2.PDF</a><br>Available from the school-COST |
| Performance management policy and procedures adopted by the governing body.  | Available from the school-COST   |
| Performance data direct link   | <a href="https://sussex-road-community.secure-primariesite.net/ofsted-performance/">https://sussex-road-community.secure-primariesite.net/ofsted-performance/</a>  |

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| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status  | <a href="https://www.compare-school-performance.service.gov.uk/school/118286/sussex-road-community-primary-school/primary">https://www.compare-school-performance.service.gov.uk/school/118286/sussex-road-community-primary-school/primary</a>  |
| Safeguarding and child protection   | <a href="https://sussex-road-community.secure-primariesite.net/school-policies/">https://sussex-road-community.secure-primariesite.net/school-policies/</a>  |
| <b>Class 4 – How we make decisions</b>  |  |
| Current and previous 3 years decision making processes and records of decisions)  |  |
| Admissions policy/decisions (not individual admission decisions)  | <a href="https://sussex-road-community.secure-primariesite.net/admission-arrangements/">https://sussex-road-community.secure-primariesite.net/admission-arrangements/</a><br>Sussex Road School is a Community Primary and does not set its own admissions policy.<br><a href="https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria">https://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria</a>  |
| 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).                                 | <a href="https://sussex-road-community.secure-primariesite.net/meet-the-governors/">https://sussex-road-community.secure-primariesite.net/meet-the-governors/</a><br>Available from the school-COST<br>This excludes all minutes recorded as confidential as agreed during each FGB meeting and noted in minutes of the meeting  |
| <b>Class 5 – Our policies and procedures</b>  |  |
| Current statutory written protocols, policies and procedures for delivering services and responsibilities   |  |
| Records management and personal data policies, including:<br>Information security policies (Data Management including Data protection)<br>Records retention, destruction and archive policies     | <a href="https://sussex-road-community.secure-primariesite.net/school-policies/">https://sussex-road-community.secure-primariesite.net/school-policies/</a><br>Individual policies are available free of charge from the school and would not therefore fall under the scope of a Freedom Of Information request; however, it must be noted that policies are reviewed constantly and the most up to date document will be published on the website following ratification.<br><a href="https://www.kelsi.org.uk/school-management/data-and-reporting/access-to-information/records-management">https://www.kelsi.org.uk/school-management/data-and-reporting/access-to-information/records-management</a><br><b>Record Retention Schedule for Schools</b> |
| Charging and remissions Policy<br>See also below -schedule of charges for Freedom of Information Requests   | For information  |
| <b>Class 6 – Lists and Registers</b>  |  |
| Currently maintained lists and registers only (this does not include the attendance register). Information only available by inspection. Access to <u>all</u> personal data is restricted by GDPR |  |
| Curriculum circulars and statutory instruments  | <a href="https://sussex-road-community.secure-primariesite.net/">https://sussex-road-community.secure-primariesite.net/</a>  |
| Disclosure logs   | NA   |
| Asset register  | For inspection only. The school is a tenant of KCC who own the Buildings and Land.   |

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**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  | <a href="https://sussex-road-community.secure-primariesite.net/clubs/">https://sussex-road-community.secure-primariesite.net/clubs/</a><br>Additional information available from the school-COST<br>For external providers requests should be directed to them. |
| Out of school clubs  | External providers – requests should be directed to Polkadots   |
| Services for which the school is entitled to recover a fee, together with those fees | <a href="https://sussex-road-community.secure-primariesite.net/school-policies/">https://sussex-road-community.secure-primariesite.net/school-policies/</a><br><b>Charging and Remissions Policy</b>  |
| School publications, leaflets, books and newsletters                                 | <a href="https://sussex-road-community.secure-primariesite.net/">https://sussex-road-community.secure-primariesite.net/</a>   |

### Schedule of Charges

| Type of Charge           | Description  | Basis for Charge                             |
|--------------------------|--|--|
| <b>Disbursement cost</b> | 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 standard 2nd class |
|                          | Special Delivery Courier   | Price on application                         |
| <b>Statutory Fee</b>     | In accordance with the relevant legislation at time of request.                                |  |
| <b>Other</b>             | Translating information into other languages   | Price on application                         |
|                          | Converting to other preferred formats not normally used by the school                          | Price on application                         |

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