



# Freedom of Information

## Guide to information available from Chestnut Lane School

We have adopted the model Freedom of Information publication scheme which was prepared and approved by the UK's Information Commissioner. This commits us to make information available as part of our normal school activities at minimum inconvenience and cost to the public.

Any charges for routinely published material will be justified, transparent and kept to a minimum. Information which is published and accessed on our website will be provided free of charge. If a parent requests a paper copy of information on our website, this will be provided free of charge.

This Guide sets out what information is covered by the Freedom of Information publication scheme and how it can be obtained. It also includes a schedule of any charges.

If you would like to make a request for information under the Freedom of Information Act, this needs to be in writing. Please contact: **Suzanna Owen at [Office@chestnutlane.bucks.sch.uk](mailto:Office@chestnutlane.bucks.sch.uk)**

Information to be published	How to obtain the information	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only		
School - this includes: School name, address, telephone number and email address Contact details of the member of staff who deals with queries from parents and members of the public Name and contact details of the headteacher Name of the special needs co-ordinator (SENCo) Staffing structure and names of key personnel School governors School opening hours, session times, term dates and holidays School prospectus	Website	Free
Instrument of Government	DfE Website	Free
School prospectus	Website	Free
Curriculum outline and remote education	Website	Free
Values and ethos	Website	Free
<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		
Annual budget plan and financial statements	Hard copy	See charges
Financial audit reports	Hard copy	See charges
Procurement and contracts	Hard copy	See charges
Pay policy	Hard copy	See charges
Staff and governor allowances and expenses	Hard copy	See charges
Staffing pay policy	Hard copy	See charges
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
School Development Plan	Hard copy	See charges
Performance data supplied to the Government including	Website	Free

Performance management policy and procedures adopted by the governing body	Hard copy	See charges
Pupil premium information	Website	Free
Coronavirus (COVID-19) catch-up premium	Website	Free
PE and sport premium	Website	Free
Special educational needs and disability (SEND) information	Website	Free
Safeguarding and child protection policies and procedures	Website	Free
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions Current and previous three years		
Admissions policy	Website	Free
Agendas and minutes of meetings of the governing board and its committees	Hard copy	See charges
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
This includes the statutory policies: Admission arrangements Accessibility statement Anti-bullying Behaviour Charging and remissions Child protection and safeguarding Complaints and resolution procedures Data protection Equality, diversity and cohesion Freedom of information publication scheme Governors code of conduct Health and safety Record management SEND Sex and relationships education Staff capability Pay policy Whistleblowing	Website or hard copy	Free / See charges
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (this does not include the attendance register) Only be available by inspection		
Curriculum circulars and statutory instruments	DfE website	Free
Asset register	Inspection only	See charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy	See charges
<b>Class 7 – The services we offer</b>		
Extra-curricular activities	Website	Free
Lettings	Hard copy	See charges

## SCHEDULE OF CHARGES

As agreed by the governing body.

Schedule of charges	Type of charge	Basis of charge
Disbursement cost	Photocopying / printing: 5p per black and white sheet. 10p per colour sheet	Actual cost
	Postage by royal mail. 2 <sup>nd</sup> class post	Actual cost

Updated: March 2023