



Chestnut Lane School

Freedom of Information

Publication scheme and 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 Information Commissioner. This commits us to make information available to the public as part of our normal school activities. The information covered is shown in the classes of information mentioned below.

The purpose of the scheme is to make the maximum amount of information readily available 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.

Information that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Please contact: **Suzanna Owen at Office@chestnutlane.bucks.sch.uk**

Information to be published	How to obtain the information	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.		
<ul style="list-style-type: none"> 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 special needs co-ordinator (SENCo) Name and contact details of the DSL Staffing structure and names of key personnel School curriculum Phonics scheme School governors, structure, members, contact information School prospectus School session times, term dates and holidays School values and ethos 	Website	Free
Instrument of Government	DfE Website	Free
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. This will be for the current and previous two financial years.		
<ul style="list-style-type: none"> Annual budget plan and financial statements Capital funding Financial audit reports Pupil premium funding Procurement and contracts Expenditures over £5,000 Pay policy Staff and governor allowances and expenses 	Website / Hard copy	Free / See charges
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information only.		
School Development Plan	Hard copy	See charges

Performance management policy and procedures adopted by the governing body	Hard copy	See charges
<ul style="list-style-type: none"> • Ofsted report • Pupil premium information • PE and sport premium • Special educational needs and disability (SEND) information • Safeguarding and child protection policies and procedures 	Website	Free
<ul style="list-style-type: none"> • Performance data supplied to the Government 	Government website	
Class 4 – How we make decisions		
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
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities.		
Policies on the school website <ul style="list-style-type: none"> • Admission arrangements • Data protection policies • E-safety code of conduct • Freedom of information publication scheme • Health and safety policy • Staff capability policy • Pay policy • Whistleblowing policy 	Website or hard copy	Free / See charges
Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register). Only 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
Class 7 – The services we offer		
<ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs 	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 nd class post	Actual cost

November 2024