

Freedom of Information Act 2000

The Freedom of Information Act 2000 gives members of the public the right to access official information held by Public Authorities. Requests should be made in writing to either Headteacher, St Thomas à Becket Church of England Federation, Blackboys Church of England Primary School, School Lane, Blackboys, East Sussex, TN22 5LL or Headteacher, St Thomas à Becket Church of England Federation, Framfield Church of England Primary School, The Street, Framfield, East Sussex TN22 5NR and will be dealt with within the statutory 20 school days (excluding school holidays) however, it can take up to 40 school days to respond to complex requests.

As well as responding to requests for information made under the Freedom of Information Act 2000, the Federation is required to publish information proactively. The Freedom of Information Act requires every School or Federation to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

St Thomas à Becket Church of England Federation has adopted the Information Commissioner's Model Publication Scheme in its entirety and has produced a guide to information which sets out the information we hold, where it can be obtained and whether a fee is payable.

Guide to information available from St Thomas à Becket Church of England Federation under the Model Publication Scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Prospectus Websites Who's Who Boards within Reception Areas of Schools within the Federation</p>

Who's who in the Schools within the Federation	Prospectus Websites Who's Who Boards within Reception Areas of Schools within the Federation
Who's who on the Governing Body and the basis of their appointment	Websites Who's Who Boards within Reception Areas of Schools within the Federation
Instrument of Government	Hard copy on written request
Contact details for the Federation's Headteachers and for the Governing Body	Websites
The prospectuses of the Schools within the Federation	Websites
Staffing structures	Reception Areas of Schools within the Federation
Schools within the Federation session times and term dates	Websites
Address of schools within the Federation and contact details, including email addresses	Websites
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) Current and previous financial year as a minimum	Hard copy on written request and meet with the relevant Federation Headteacher
Annual budget plan and financial statements	Hard copy on written request
Capital funding	Hard copy on written request
Financial Audit Reports	Hard copy on written request
Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy on written request
Procurement and contracts the school within the Federation 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)	Hard copy on written request

Pay Policies	Meet with the relevant Federation Headteacher to discuss request
Staff Allowance and Expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic annual salary is at least £100,000 per annum) by reference to categories.	Meet with the relevant Federation Headteacher to discuss request Salary Information available on websites
Staffing and grading structure. As a minimum the pay information should include salaries for Senior Leadership Team or equivalent (as above) in bands of £10,000; for more junior posts, by salary range.	Meet with the relevant Federation Headteacher to discuss request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual Governors	Hard copy on written request
Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Links from websites, meet with the relevant Federation Headteacher to discuss request
Schools within the Federation Profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted Report • The latest SIMS Inspection Report • Federation School Improvement Plans 	Link from websites Link from websites Link from websites Meet with the relevant Federation Headteacher to discuss request
Performance Management Policy and Procedure adopted by the Governing Body	Hard copy on written request
Child Protection and Safeguarding Policy and Procedure	Websites Hard copy on request
Preventing Extremism and Radicalisation Policy	Websites Hard copy on request
The Federation's future plans; for example, proposals for and any consultation on the future of the Federation, such as a change in status	Meet with the relevant Federation Headteacher / Chair of Governors to discuss request

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard copy on written request
Admissions Policy	Websites
Admission Appeal decisions (not individual admission decisions)	Hard copy on written request
Agendas of meetings of the Governing Body and its sub-committees	Hard copy available in Reception Areas of Schools within the Federation
Minutes of meetings (as above)	Hard copy available in Reception Areas of Schools within the Federation
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Websites, hard copy on written request
Federation Policies including: <ul style="list-style-type: none"> • Health and Safety • Complaints Policy and Procedure • Code of Conduct for Employees • Discipline and Grievance Policies • Equality Policy, Equality Objectives and Accessibility Plan • Recruitment and Selection Policy • Online Safety Policy 	Websites Websites Websites Hard copy on written request Websites Hard copy on written request Websites
Pupil and Curriculum Policies, including: <ul style="list-style-type: none"> • Home-School Expectations 	Websites

Class 6 – Lists and Registers Currently maintained lists and registers only	Meet with the relevant Federation Headteacher to discuss request
Curriculum circulars and statutory instruments	Meet with the relevant Federation Headteacher to discuss request
Disclosure logs	Meet with the relevant Federation Headteacher to discuss request
Asset Register	Meet with the relevant Federation Headteacher to discuss request
Any information the Federation is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Meet with the relevant Federation Headteacher to discuss request
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy by request or websites, some information may only be available by inspection
Extra-curricular activities	Via parent letter, school office
Out of school clubs	Via parent letter, school office
School publications, including newsletter	Website, via parent letter and school office

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black and white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		Actual cost to the Federation

9 November 2020

Review November 2022