



Achieving together in God's light

Freedom of Information Publication Scheme

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Last reviewed: March 2017

Next review due: March 2020

Guide to the Information available from Limpsfield C. E. Infant School

Information to be published	How information can be obtained	Cost
<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>		
Who's who in school	School website, school noticeboard	N/A
Who's who on the governing body and the basis of their appointment	School website, school noticeboard	N/A
Instrument of government	Hard copy on request from the school office	20p
School prospectus	School website	N/A
Staffing Structure	School website	N/A
School session times and term dates	School website	N/A
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	On request from the School Business Manager	10p per sheet
Capitalised funding	On request from the School Business Manager	10p per sheet
Additional funding	On request from the School Business Manager/LSA Meetings and Minutes	10p per sheet
Procurement and Projects	On request from the School Business Manager/FGB Minutes	10p per sheet
Pay Policy	Hard copy on request from the school office	10p per sheet
Staffing & Grading Structure	On request from the Headteacher	10p per sheet
Governors Allowances	Hard copy on request from the school office	10p per sheet
<p>Class 3 – What are priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
• Government Supplied performance data	School website and in School Prospectus	N/A
• Latest Ofsted Reports	School website, Ofsted website	N/A
Appraisal Policy and procedures adopted by the governing body	Copies available on request from school office	10p per sheet
School Future Plans	School Development Plan on website	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions Information (not individual admission decisions)	School website, School Prospectus	N/A

Agendas of meetings of the governing body and its sub-committees	Copies available on request from the Clerk to the governors	10p per sheet
Minutes of the meetings (as above) – <i>NB This will exclude information that is properly regarded as private to the meetings</i>	Copies available on request from the Clerk to the governors	10p per sheet
<p>Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities).</p> <p>Current information only</p> <p><i>Hard copies of all policies listed below are available from the school office</i></p>		
<p><i>School Policies including:</i></p> <ul style="list-style-type: none"> • Health & Safety Policy • Complaints Procedure (Responding to concerns) • Equality Policy • Attendance Policy <p><i>Staffing Policies:</i></p> <ul style="list-style-type: none"> • Grievance Policy and Procedures • Disciplinary & Capability Procedures • Recruitment and Selection Policy <p><i>Pupil & Curriculum Policies</i></p> <ul style="list-style-type: none"> • Home School Agreement & Homework Policy • Teaching & Learning Policy • Sex Education Policy • RE Policy • Collective Worship Policy • Special Educational Needs Policy • Accessibility Policy • Behaviour Policy including Positive Touch and Exclusions 	<p>School Website School Website</p> <p>School Website School Website</p> <p>On request from school office On request from school office On request from school office</p> <p>School Website School Website School Website School Website School Website School Website School Website School Website</p>	10p per sheet for all
<p>Records Management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data Protection Policy 	School Website	10p per sheet
<p>Charging Regimes and Policies:</p> <ul style="list-style-type: none"> • Charging & Remissions Policy • Lettings Policy and arrangements 	<p>School Website On request from school office</p>	10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers (excludes attendance registers)</p>		
<ul style="list-style-type: none"> • Disclosure Logs • School Inventory 	<p>On request from the Headteacher On request from the School Office</p>	<p>10p per sheet 10p per sheet</p>
<p>Class 7 – The Services we offer</p> <p>(Information on the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Extra-Curricular Clubs	School Website	N/A
Leaflets, Books and Newsletters	School Website	N/A
Facilities for hire	School Website	N/A

Contact Details:

Limpsfield C. E. Infant School, Westerham Road, Oxted, Surrey RH8 0EA

01883 723183

info@limpsfield.surrey.sch.uk

Schedule of Charges:

This describes how the charges have been arrived at:

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @ 10p per sheet (black and white)	Actual cost 2p plus staff time
	Photocopying/printing @ 50p per sheet (colour)	Actual cost 10p plus staff time
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee		In accordance with relevant legislation
Other	A3 Copies (black and white) A3 Copies (colour)	20p £1.00