



## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Guide to the information available from Limpsfield Grange School

Information to be published	How information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
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 school office	20p
School prospectus	School website, hard copy on request from school office.	£1.40 (b&w)
Staffing Structure	By request from the school office	10p
School session times and term dates	School website	N/A
<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). Current and previous financial year as a minimum.		
Annual budget plans 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, FOGs meetings and minutes	10p per sheet
Procurement and projects	On request from the School Business Manager	10p per sheet
Pay policy	On request from the school office	£1.00
Staffing and grading structure	On request from the Headteacher	10p per sheet
Governors allowances	Hard copy in policy file in entrance hall. Copies available on request from the school office	50p

Information to be published	How information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plan, performance indicators, audits, inspections and reviews) Current information as minimum		
Government supplied performance data	Link on school website	N/A
Latest Ofsted reports	School website	N/A
Appraisal policy and procedures adopted by the governing body	Hard copy in policy file in main entrance, copies available on request from the school office	60p
School future plans	School website School Improvement Plan – copies available on request from the school office.	£2.00
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions information	School website	N/A
Agendas of the 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>	Hard copies in governing body minutes file in school entrance	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only. <i>Hard copies of all the policies listed below are available on request from the school office.</i>		
School policies including: <ul style="list-style-type: none"> <li>• Health and safety policy</li> <li>• Complaints policy</li> <li>• Grievance policy and procedures</li> <li>• Equality policy</li> <li>• Disciplinary policy and procedures</li> <li>• Recruitment and selection policy</li> </ul>	School website/policy file School website/policy file Policy file School website/policy file Policy file Policy file	£1.30 70p £1.80 £1.40 80p £1.00
Pupil and curriculum policies including: <ul style="list-style-type: none"> <li>• Home school agreement</li> <li>• Teaching and learning policy</li> <li>• Sex and relationships policy</li> <li>• Special educational needs policy</li> <li>• RE policy</li> <li>• Collective worship policy</li> <li>• Behaviour policy</li> </ul>	Policy file School website/policy file Policy file School website/policy file Policy file Policy file School website/policy file	10p 60p £1.10 £1.00 50p 60p £2.00

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Records management and personal data policies including: <ul style="list-style-type: none"> <li>Data protection policy</li> </ul>	School website/policy file	40p
Charging regimes and policies: <ul style="list-style-type: none"> <li>Charging and remissions policy</li> <li>Lettings policy and arrangements</li> </ul>	School website/policy file School website/policy file	30p 50p
<b>Class 6 – Lists and registers</b> Currently maintained lists and registers only		
Disclosure logs	On request from the Headteacher	10p per sheet
School inventory	On request from the school office	10p per sheet
<b>Class 7 – The services we offer</b> (Information on the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).		
Extra-curricular activities	School website	N/A
Leaflets, books and newsletters	School website School entrance hall	N/A
Facilities for hire	School website	N/A

#### Contact details:

Limpsfield Grange School  
89 Bluehouse Lane  
Oxted  
Surrey  
RH8 ORZ

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing@10p per sheet (black and white)	Actual cost 2p plus staff time
	Photocopying/printing 40p per sheet (colour)	Actual cost 10p plus staff time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory fee</b>		In accordance with relevant legislation
<b>Other</b>	A3 copies (black and white) A3 copies (colour)	15p 50p