



Our school is a beacon of light. A place where every child and adult is encouraged to shine brightly and reach their full potential. Through curiosity, courage, and compassion, we shine like a lamp in our classrooms, like a village on a hill in our community, and like shining stars across the wider world.

**Stelling Minnis CE Primary School**

# Freedom of Information Policy and Publication Scheme

**Ratified: 9<sup>th</sup> June 2026**  
**Reviewed Annually**

**This is Stelling Minnis Church of England Primary School Publication  
Scheme  
on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

**1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

**2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

**3. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, fax or letter. Contact details are set out below or you can visit our website at [www.stelling-minnis.kent.sch.uk](http://www.stelling-minnis.kent.sch.uk)

Tel: 01227 709218

Fax: 01227 709900

Contact Address: Bossingham Road, Stelling Minnis, Canterbury, Kent. CT4 6DU

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

#### **4. Paying for information**

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## **Freedom of Information Guide to information available from Stelling Minnis CEP School under the model publication scheme**

**NOTE** Website refers to [www.stelling-minnis.kent.sch.uk](http://www.stelling-minnis.kent.sch.uk)  
For hardcopies contact Stelling Minnis CE Primary School,  
Bossingham Road, Stelling Minnis,  
Canterbury, Kent CT4 6DU (01227) 709218

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>

<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information onl</p>	(hard copy and/or website)	
Who's who in the school	Website prospectus	Free
Who's who on the governing body and the basis of their appointment	Hardcopy	10p/sheet
Instrument of Government	Hardcopy	10p/.sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus	Website	Free
Annual Report	Website	Free
Staffing structure	Hardcopy	10p/sheet
School session times and term dates	Website prospectus	Free
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hardcopy	10p/sheet
Capitalised funding	Hardcopy	10p/sheet
Additional funding	hardcopy	10p/sheet
Procurement and projects	Hardcopy	10p/sheet
Pay policy	Hardcopy	10p/sheet
Staffing and grading structure	Hardcopy	10p/sheet
Governors' allowances	Hardcopy	10p/sheet

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website link	Free
Performance management policy and procedures adopted by the governing body.	Hardcopy	10p/sheet
Schools future plans	Hardcopy	10p/sheet
Every Child Matters – policies and procedures	Hardcopy	10p/sheet
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Hardcopy	10p/sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hardcopy	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hardcopy	10p/sheet

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hardcopy	10p/sheet
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Hardcopy	10p/sheet
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hardcopy	10p/sheet

<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Hardcopy</p>	<p>10p/sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hardcopy</p>	<p>10p/sheet</p>
<p>Disclosure logs</p>	<p>Inspection only</p>	<p>free</p>
<p>Asset register</p>	<p>Inspection only</p>	<p>free</p>
<p>Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b></p>	<p>Hardcopy</p>	<p>10p/sheet</p>

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Hardcopy	10p/sheet
Leaflets books and newsletters	Website	Free
<p><b>Additional Information</b>          This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**  
**The Office**  
**Stelling Minnis CE Primary School**  
**Bossingham Road**  
**Stelling Minnis**  
**Canterbury**

## Kent CT4 6DU (01227) 709218

### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost * 3p per sheet
	Photocopying/printing NA per sheet (colour)	Actual cost Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		NA
<b>Other</b>		NA

\* the actual cost incurred by the public authority