



Freedom of Information Policy and Publication Scheme

Approval Requirements	Headteacher
Approval/Ratification Date	September 2025
Review Date	September 2028
Signed - Headteacher	<i>Dhanecho</i>

Background

Our school is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is still governed under the Data Protection Act. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 school days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest test. However, school is committed to providing a prompt service and every attempt will be made to provide the information earlier than the expiry of the 20 school day period. Repeated or vexatious requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non-absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email and fax. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450).

School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

School has adopted a Publication Scheme in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act

School is under a legal duty to protect personal data under the Data Protection Act. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils. See [GDPR policy](#)

Responsibilities

School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Head Teacher. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the Headteacher, Karen Dhanecha.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk

PUBLISHED GUIDE TO INFORMATION

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information Available	How the information can be obtained	Cost
Location and Contact Details	https://www.park-way.kent.sch.uk/ Park Way Primary School Maidstone Kent ME15 7DN Tel: 01622 753651 office@park-way.kent.sch.uk	Website – Free Copies – 5p black and white or 10p colour per sheet
Who's who in the school	Karen Dhanecha – Headteacher Denise Hill - Deputy Current staffing	Website – Free Copies – 5p black and white or 10p colour per sheet
Who's who on the governing body / board of governors and the basis of their appointment	Zak Jolin – Chair of Governors Scott Standing – Vice Chair of Governors Kate Christey – Clerk to Governors Current and past Governors	Website – Free Copies – 5p black and white or 10p colour per sheet
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Karen Dhanecha – Headteacher – office@park-way.kent.sch.uk Zak Jolin – Chair of Governors zak.jolin@park-way.kent.sch.uk	N/A

School session times and term dates	Term dates	Website – Free Copies – 5p black and white or 10p colour per sheet
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		
Information Available	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Website – Free Copies – 5p black and white or 10p colour per sheet
Capital funding	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Website – Free Copies – 5p black and white or 10p colour per sheet
Financial audit reports	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Website – Free Copies – 5p black and white or 10p colour per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager.	Website – Free Copies – 5p black and white

	Jasmine.dann@park-way.kent.sch.uk	or 10p colour per sheet
Procurement and contracts the school 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 (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Website – Free Copies – 5p black and white or 10p colour per sheet
Pay policy	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Website – Free Copies – 5p black and white or 10p colour per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Copies – 5p black and white or 10p colour per sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy (or PDF if available) Available on Request – Contact the school Business Manager. Jasmine.dann@park-way.kent.sch.uk	Copies – 5p black and white or 10p colour per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy (or PDF if available) Available on Request – Contact the school office. Office@park-way.kent.sch.uk	Copies – 5p black and white or 10p colour per sheet
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		
Information Available	How the information can be obtained	Cost
Performance management policy and procedures adopted by the governing body.	Hard Copy (or PDF if available) Available on Request – Contact the school office.	Copies – 5p black and white or 10p colour per sheet
Performance data	https://www.compare-school-performance.service.gov.uk/school/118302/park-way-primary-school Hard Copy (or PDF if available) Available on Request – Contact the school office.	Website – Free Copies – 5p black and white or 10p colour per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard Copy (or PDF if available) Available on Request – Contact the school office.	Copies – 5p black and white or 10p colour per sheet
Safeguarding and child protection	Available on our website https://www.park-way.kent.sch.uk/safeguarding/safeguarding-and-child-protection/ Hard Copy (or PDF if available) Available on Request – Contact the school office.	Website – Free Copies – 5p black and white or 10p colour per sheet
Class 4 – How we make decisions		
(Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Information Available	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard Copy (or PDF if available) Available on	Website – Free

	Request – Contact the school office. https://www.park-way.kent.sch.uk/key-information/admissions/	Copies – 5p black and white or 10p colour per sheet
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy (or PDF if available) Available on Request – Contact the school office.	Copies – 5p black and white or 10p colour per sheet

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.

Information Available	How the information can be obtained	Cost
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies) 	Hard Copy (or PDF if available) Available on Request – Contact the school office. https://www.park-way.kent.sch.uk/key-information/policies/	Website – Free Copies – 5p black and white or 10p colour per sheet
Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Hard Copy (or PDF if available) Available on Request – Contact the school office. https://www.park-way.kent.sch.uk/media/7800/charging-and-remissions-policy-2024.pdf	Website – Free Copies – 5p black and white or 10p colour per sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

(hard copy or website; some information may only be available by inspection)

Information Available	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hard Copy (or PDF if available) Available on Request – Contact the school office. https://www.park-way.kent.sch.uk/key-information/park-way-primary-school-bespoke-curriculum/	Website – Free Copies – 5p black and white or 10p colour per sheet
Disclosure logs	Inspection only - Contact the school office.	Free
Asset register	Inspection only - Contact the school office.	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only - Contact the school office.	Free

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 or website; some information may only be available by inspection)

Information Available	How the information can be obtained	Cost
Extra-curricular activities	Hard Copy (or PDF if available) Available on Request – Contact the school office.	Copies – 5p black and white or 10p colour per sheet
Out of school clubs	Hard Copy (or PDF if available) Available on Request – Contact the school office.	Copies – 5p black and white or 10p colour per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy (or PDF if available) Available on	Website – Free

	Request – Contact the school office.	Copies – 5p black and white or 10p colour per sheet
School publications, leaflets, books and newsletters	Hard Copy (or PDF if available) Available on Request – Contact the school office. https://www.park-way.kent.sch.uk/parents-carers/newsletters/	Website – Free Copies – 5p black and white or 10p colour per sheet

SCHEDULE OF CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. The school will strive to make information available electronically where possible, which will usually be free of charge.

Charges which may be made for Information Published under this Scheme

Material which is published and accessed on our website will be provided free of charge.

Charges may be made for **actual disbursements incurred**, such as:

- Photocopying or printing costs
- Postage and packaging costs
- The cost of producing information in another format if specifically requested (e.g., large print, CD-ROM)

Charges which may be made for Requests

We do not charge for the time taken to locate, retrieve, or extract information, in line with the Freedom of Information Act 2000 and the ICO's Model Publication Scheme.

If a request is estimated to take more than 18 hours of staff time (equivalent to £450), the school is not obliged to comply. In such cases, we may:

- Refuse the request, or
- Offer to comply if the requester is willing to meet the full cost of doing so.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost – 5p per sheet
	Photocopying/printing @ 10p per sheet (colour)	Actual cost – 10p per sheet
	Postage – current postage rates	Actual cost of Royal Mail standard 2 nd class or first class if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Other formats	Actual cost incurred in producing material in the requested format

* the actual cost incurred by the public authority