



Freedom of Information Act (FOIA)

Guide to information available from Darrick Wood School under the FOIA Publication Scheme

(Amended October 2018)

Information to be published	How the 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>	<p>H hard copy available from the School OR W available on the School's website</p>	<p>A = the actual cost incurred by the School plus a statutory fee if applicable</p>
Who's who in the school	H	A
Who's who on the governing body and the basis of their appointment	W	
Instrument of Government	H	A
Contact details for the Head Teacher and for the Governing Body	Via the School address	
School prospectus/ values and ethos	W/H	A
School session times and term dates	W/H	A



Freedom of Information Act (FOIA)

Guide to information available from Darrick Wood School

under the FOIA Publication Scheme

(Amended October 2018)

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 two financial years as a minimum	H hard copy available from the School OR W available on the School’s website	A = the actual cost incurred by the School plus a statutory fee if applicable
Annual budget plan and financial statements	H/W	A
Capitalised funding	H	A
Additional funding	H	A
Procurement and contracts	H	A
Pay policy	H	A
Staffing and grading structure	H	A
Governors’ allowances	H	A



Freedom of Information Act (FOIA)

Guide to information available from Darrick Wood School under the FOIA Publication Scheme

(Amended October 2018)

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>H hard copy available from the School OR W available on the School’s website</p>	<p>A = the actual cost incurred by the School plus a statutory fee if applicable</p>
<p>Governors’ Report and Accounts (Company Report)</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>H W W</p>	<p>A</p>
<p>Performance Management policy and procedures adopted by the governing body</p>	<p>H</p>	<p>A</p>
<p>School’s future plans</p>	<p>H</p>	<p>A</p>
<p>Child Protection – policies and procedures</p>	<p>H</p>	<p>A</p>



Freedom of Information Act (FOIA)
Guide to information available from Darrick Wood School
under the FOIA Publication Scheme
 (Amended October 2018)

<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>	<p>H hard copy available from the School OR W available on the School’s website</p>	<p>A = the actual cost incurred by the School plus a statutory fee if applicable</p>
<p>Admissions policy (W) /decisions (not individual admission decisions)</p>	<p>H</p>	<p>A</p>
<p>Agendas of meetings of the governing body and its sub-committees</p>	<p>H</p>	<p>A</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.</p>	<p>H</p>	<p>A</p>



Freedom of Information Act (FOIA)

Guide to information available from Darrick Wood School

under the FOIA Publication Scheme

(Amended October 2018)

<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>H hard copy available from the School OR W available on the School’s website</p>	<p>A = the actual cost incurred by the School plus a statutory fee if applicable</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy (W) • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies (W) • Staff recruitment policies 	<p>H (W indicates they are also available on the School’s website)</p>	<p>A</p>



Freedom of Information Act (FOIA)

Guide to information available from Darrick Wood School

under the FOIA Publication Scheme

(Amended October 2018)

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum (W) • Sex and relationships education • Special educational needs (W) • Disability Equality • Gender Equality • Race Equality • Collective worship • Careers education • Pupil discipline • Pupil Premium (W) 	H	A
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	H	A
<p>Charging regimes and policies.</p> <p>Statutory charging policy (including remission of charges).</p>	W/H	A



Freedom of Information Act (FOIA)

Guide to information available from Darrick Wood School

under the FOIA Publication Scheme

(Amended October 2018)

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>I may be inspected at the School H hard copy available from the School W available on the School’s website</p>	<p>A = the actual cost incurred by the School plus a statutory fee if applicable</p>
<p>Curriculum circulars and statutory instruments</p>	<p>H/I</p>	<p>A</p>
<p>Disclosure logs</p>	<p>H/I</p>	<p>A</p>
<p>Capital assets register</p>	<p>H/I</p>	<p>A</p>
<p>Any information the school is currently legally required to hold in publicly available registers (This does not include the pupil attendance register)</p>	<p>H/I</p>	<p>A</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>I may be inspected at the School H hard copy available from the School OR W available on the School’s website</p>	<p>A = the actual cost incurred by the School plus a statutory fee if applicable</p>
<p>Extra-curricular activities</p>	<p>W/H</p>	<p>A</p>
<p>School publications</p>	<p>W/H</p>	<p>A</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>H</p>	<p>A</p>
<p>Leaflets, booklets and newsletters</p>	<p>W/H/I</p>	<p>A</p>



Freedom of Information Act (FOIA) Guide to information available from Darrick Wood School under the FOIA Publication Scheme (Amended October 2018)

CONTACT DETAILS: Darrick Wood School, Lovibonds Avenue, Orpington, Kent BR6 8ER

T: 01689 850271

E: office@darrickwood.bromley.sch.uk **Website:** www.darrickwood.bromley.sch.uk

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. Charges made for routinely published material will be justified and transparent and kept to a minimum.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 3p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
A fee will be chargeable if administration of the request costs more than £450 (18 hours). This will be charged at a rate of £25 per hour		

* the actual cost incurred by the School