

# Freedom of Information

## Guide to information available from Kiwi School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  Kiwi School Hubert Hamilton Road Bulford Camp Salisbury, Wiltshire SP4 9JY Tel/Fax 01980 632364 Website - <a href="http://www.kiwi.wilts.sch.uk">www.kiwi.wilts.sch.uk</a> e-mail - <a href="mailto:admin@kiwi.wilts.sch.uk">admin@kiwi.wilts.sch.uk</a>		
Who's who in the school	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government		
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Susan Raeburn (Headteacher) Tel/Fax 01980 632364 E: <a href="mailto:head@kiwi.wilts.sch.uk">head@kiwi.wilts.sch.uk</a> Chairman email <a href="mailto:peter.thorpe@kiwi.wilts.sch.uk">peter.thorpe@kiwi.wilts.sch.uk</a>	
School prospectus	Website	
Staffing structure	Website	
School session times and term dates	Website	

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<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	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy - SBM	See charges
Capitalised funding	Hard copy - SBM	See charges
Additional funding	Hard copy - SBM	See charges
Procurement and projects	Hard copy - SBM	See charges
Pay policy	Hard copy - SBM/Governors	See charges
Staffing and grading structure	Hard copy - SBM/Governors	See charges
Governors' allowances	Hard copy - Clerk to Governors	See charges

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<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>		
<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>	Links to documents on Website	
Performance management policy and procedures adopted by the governing body.	Hard copy – SBM/Headteacher	See charges
Schools future plans	Hard copy - Headteacher	See charges
Every Child Matters – policies and procedures	Hard copy - Headteacher	See charges

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copy – Headteacher Local Authority	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy – clerk to Governors	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy – clerk to Governors	

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<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>		
<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 policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Website            Website            Website            Hard copy - SBM            Hard copy - SBM            Hard copy - Headteacher            Hard copy - Governors            Website            Hard copy - Headteacher</p>	<p>Hard copies – see charges schedule</p>
<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>• Collective worship</li> </ul>	<p>Website            Hard copy - Headteacher            Hard copy - Headteacher            Website            Website            Hard copy - Headteacher            Website</p>	<p>Hard copies – see charges schedule</p>

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<ul style="list-style-type: none"> <li>• Behaviour Policy</li> </ul>		
<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>	<p>Hard copies - SBM</p>	<p>Hard copies – see charges schedule</p>
<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>Website</p>	

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	School	
Disclosure logs	Headteacher	
Asset register	SBM	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )	SBM	

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<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	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	School Reception	
<p><b>Additional Information</b>            This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		



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### Contact details: Kiwi School

Hubert Hamilton Road, Bulford Camp, Salisbury, Wiltshire SP4 9JY

Telephone: 01980 632364

Website – [www.kiwi.wilts.sch.uk](http://www.kiwi.wilts.sch.uk) e-mail - admin@kiwi.wilts.sch.uk

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @.0.45p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 3.99p per sheet (colour)	Actual cost
	Paper – 0.5p per sheet / 5p for 10 sheets	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Administration/staff time	Actual staff cost per hour for time in carrying out task e.g. photocopying
<b>Statutory Fee</b>		In accordance with relevant legislation
<b>Other</b>		

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\* the actual cost incurred by the public authority