



POLICY FOR

FREEDOM OF INFORMATION

PERSON RESPONSIBLE

DIRECTOR OF BUSINESS

APPROVED BY

Headmaster

**This guide will be reviewed at least every 3
years. Dated: September 2022**

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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy and/or website)	
Who's who in the school	Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995	Free 10p per sheet
Who's who on the Governing Body and the basis of their appointment	Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995	Free 10p per sheet
Instrument of Government	Hard copy – contact Office Manager 01732 840995	10p per sheet
Contact details for the Headteacher and for the Governing Body, via the school	Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995	Free 10p per sheet
School prospectus	Website: www.themallingschool.kent.sch.uk	Free



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	Hard copy – contact Office Manager 01732 840995	10p per sheet
Staffing structure	Website: www.themallingschool.kent.sch.uk Hard copy – contact HR Manager 01732 840995	Free 10p per sheet
School session times and term dates	Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995	Free 10p per sheet
Address of school and contact details, including email address.	The Malling School Beech Road East Malling, Kent ME19 6DH Tel: 01732 840995 Fax: 01732 840486 e-mail: office@themallingschool.kent.sch.uk website: www.themallingschool.kent.sch.uk	Free



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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	(hard copy and/or website)	
Annual budget plan and financial statements	Contact Director of Business 01732 840995	
Capital funding and Additional Funding	Contact Director of Business 01732 840995	
Procurement and Projects	Contact Director of Business 01732 840995	
Pay policy	Hard copy – contact HR Manager 01732 840995	10p per sheet
Staffing and grading structure	Contact Headteacher 01732 840995	
Governors' allowances that can be incurred or claimed	Contact Director of Business 01732 840995	



<p>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</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied Performance data • The latest Ofsted report - summary or full report 	<p>Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995</p>	<p>Free 10p per sheet</p>
<p>Exams and assessment results</p>	<p>Hard copy – Exams Manager 01732 840995</p>	<p>10p per sheet</p>
<p>Performance Management Policy and procedures adopted by the governing body.</p>	<p>Hard copy – contact HR Manager 01732 840995</p>	<p>10p per sheet</p>
<p>Performance data or a direct link to it</p>	<p>Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995</p>	<p>Free 10p per sheet</p>
<p>The school’s future plans</p>	<p>Contact Headteacher at school</p>	
<p>Safeguarding and child protection – policies and procedures</p>	<p>Website: www.themallingschool.kent.sch.uk Hard copy – contact Office Manager 01732 840995</p>	<p>Free 10p per sheet</p>
<p>Impact assessments – various</p>	<p>Contact Director of Business 01732 840995</p>	<p>10p per sheet</p>

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<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>	(hard copy or website)	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy – contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>
<p>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).</p>	<p>Contact Office Manager 01732 840995</p>	<p>10p per sheet</p>

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<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>	(hard copy or website)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • GDPR (including information sharing policies) 	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy –contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>
<p>School policies applicable and in existence</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy –contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>



THE
MALLING
SCHOOL

Equality and Diversity to include : <ul style="list-style-type: none">• Policies• Equal Opportunities• Public Sector Equality Duty	Please contact the main school office – 01732 840995	Hard copy 10p
Careers Programme Information	Please contact the main school office on 01732 840995	Hard copies 10p

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy –contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>

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<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>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy – contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>
<p>Out of School Clubs</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy –contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy –contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>

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<p>Additional Information Information that is not itemised in the lists above</p>	<p>Website: www.themallingschool.kent.sch.uk</p> <p>Hard copy – contact Office Manager 01732 840995</p>	<p>Free</p> <p>10p per sheet</p>
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class

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