




Freedom of Information Act

A Guide to information

2021

Date adopted by the governing body	6 th October 2021
Date to be reviewed	October 2023
Signed: Chair of Governors	
Signed: Headteacher	Becky Reed

Who we are and what we do

Information	Format	Charge
Instrument of Government	Available on the school website	Free
School prospectus and curriculum	Available on the school website	Free
Governing body details	Available on the school website	Free
School session times and dates	Available on the school website	Free
Location and contact information	Available on the school website	Free

What we spend and how we spend it

Annual budget plan and Financial statements	As a maintained school we report through East Sussex County Council. The budget statement page can be found on their website	Free
Capital funding	As a maintained school we report through East Sussex County Council. The budget statement page can be found on their website	Free
Financial audit reports	This can be obtained through request to the school	Free
Procurement and contracts	This can be obtained through request to the school	Free
Pay policy	This can be inspected through a request to the school	Free
Staff allowances and expenses	This can be inspected through a request to the school except where exempt	Free

Staff pay and grading structures	This can be inspected through a request to the school	Free
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Governors' allowances	This can be inspected through a request to the school	Free
What our priorities are and how we are doing		
Performance data supplied to the Government	A link is available on our school website	Free
Latest Ofsted report	A link is available on our school website	Free
Performance management information	This can be inspected through a request to the school	Free
The school's future plans	Any consultation process will be on our school website	Free
Safeguarding and child protection	Available on the school website	Free
How we make decisions		
Admissions policy	Details available on our school website	Free
Minutes of meetings of the Governing body and committees	These can be inspected through a request to the school except where exempt	Free
Our policies and procedures		
Records management policy/ schedule	This can be inspected through the school office by request	Free
Personal data policies	Available on the school website	Free
Equality and diversity	Available on the school website	Free
Policies and procedures for the recruitment of staff	Vacancies are advertised on our school website	Free
Charging regimes and policies	Available on the school website	Free

Lists and registers		
Curriculum circulars and statutory instruments	Available on the Department for Education website	Free
Disclosure logs	These can be inspected through the school office by request	Free
Asset register	These can be inspected through the school office by request	Free
The services we offer		
Extra-curricular activities	Available on the school website	Free
Out of school clubs	Available on the school website	Free
School publications	Available on the school website	Free
Services for which the school is entitled to recover a fee, and fee details	Available on the school website	Free
Leaflets, booklets and newsletters	Available on the school website These can be obtained through the school office By request	Free

Information requested will be provided in electronic format. Hard copies may be charged at 10p per sheet. Lengthy and persistent requests may also be charged for the cost of time.