

Freedom of Information

Guide to information available from **Chantry Community Primary School**.

Contact Information

Address: Barrack Road
Bexhill on Sea
East Sussex
TN40 2AT

Tel: 01424 211696
e-mail: school@chantry.e-sussex.sch.uk
website: www.chantry.e-sussex.sch.uk

Headteacher: Becky Reed
Assistant Headteachers: Simone Jackson and Helen Drake

Information to be published	How the information can be obtained	
Class 1 –		
Who's who in the school	hard copy	
Who's who on the governing body and the basis of their appointment	hard copy	
Instrument of Government	hard copy	
School prospectus	on website or hard copy	
Staffing structure	hard copy	
term dates	on website or hard copy	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure) Current and previous financial year.	hard copy	
Pupil Premium & Sports Funding report	on website	
Pay policy	hard copy	
Staffing and grading structure	hard copy	
Class 3 – What our priorities are and how we are doing	hard copy	
School Vision (in prospectus)		
Government supplied performance data The latest Ofsted report	Link via school website	
Schools future plans	hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy	
Current and previous three years as a minimum		

Admissions policy/decisions (not individual admission decisions)	Prospectus and policy on website	
Agendas of meetings of the governing body and committees	hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy	
School aspect policies including: Charging Health and Safety Complaints procedure Disciplinary Freedom of information Equality policy Equal Opportunities policy statement	hard copy on website on website hard copy	
Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special educational needs SEND Local Offer Disability accessibility plan Collective worship Behaviour including Anti-Bullying policy	hard copy hard copy hard copy on website on website hard copy hard copy on website	
Records management and personal data policies, including: Privacy Notice	website	
Class 6 – Lists and Registers Currently maintained lists and registers only	Inspection only on request	
Curriculum circulars and statutory instruments	Inspection only on request	
Asset register	Inspection only on request	
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 Extra-curricular activities After school clubs	(hard copy or website; some information may only be available by inspection)	

School publications		
Leaflets books and newsletters		

All requests for information should be made direct to the school (contact details above). To help us process your request quickly please clearly mark any correspondence 'PUBLICATION SCHEME REQUEST' (in CAPITALS please).

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	To cover cost of photocopier and paper
	Postage & Packaging	To cover actual cost of post and packaging by Royal Mail standard 2 nd class