



Capel-le-Ferne Primary School	
Freedom of Information Act Policy	
Date agreed by Governors	06/05/2026
Date of next review	May 2027
Further information about policy	This policy will be reviewed annually and/or following any updates to national and local guidance and procedures. The policy is written using latest KCC template.
"Learning today for life tomorrow" Our Values: Independence, Creativity, Confidence, Respect	



1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off **or** available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Scope

The Freedom of Information Act joins the Data Protection Act and the Environmental Information Regulations as legislation under which anyone is entitled to request information from the school.



Requests for personal data are still covered by the Data Protection Act (DPA). Individuals can request to see what information the school holds about them. This is known as a Subject Access Request, and must be dealt with accordingly.

Requests for information about anything relating to the environment – such as air, water, land, the natural world or the built environment and any factor or measure affecting these – are covered by the Environmental Information Regulations (EIR). They also cover issues relating to Health and Safety. For example, queries about chemicals used in the school or on school land, phone masts, car parks etc. would all be covered by the EIR. Requests under EIR are dealt with in the same way as those under Freedom of Information Act, but unlike Freedom of Information requests, they do not need to be written and can be verbal.

3. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

4. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained in section 7 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- **School Prospectus – information published in the school prospectus.**
- **Governors’ Documents – information published in the Governors Annual Report and in other governing body documents.**
- **Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.**
- **School Policies and other information related to the school - information about policies that relate to the school in general.**

5. How to request information

For a Subject Access Request or subject information request please contact the school.

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at www.capelleferneprimary.co.uk

Capel-le-Ferne

Capel Street, Capel-le-Ferne, Folkestone, Kent,
CT18 7HB, Phone: 01303 251353



Primary School

Headteacher – Mr A Richards
Email: office@capel-le-ferne.kent.sch.uk

Email: office@capel-le-ferne.kent.sch.uk

Tel: 01303 251353

Contact Address: Capel-le-Ferne Primary, Capel Street, Kent, CT18 7HB

To help us process your request quickly, please clearly mark any correspondence
“**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website,
you can still contact the school to ask if we have it.

6. Paying for information

Information published on our website is free, although you may incur costs from your
Internet service provider. If you don’t have Internet access, you can access our website
using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated
otherwise in section 6. If your request means that we have to do a lot of photocopying or
printing, or pay a large postage charge, or is for a priced item such as some printed
publications or videos we will let you know the cost before fulfilling your request. Where
there is a charge this will be indicated by a £ sign in the description box.

7. Classes of Information currently published

School Prospectus – **this section sets out information published in the school prospectus.**

Class	Description
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School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school’s ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs • number of pupils on roll and rates of pupils’ authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the school by prospective parents
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Information Relating to the Governing Body– **this section sets out available information**

Class	Description
Instruments of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body [current and last full academic school year]</p> <ul style="list-style-type: none"> • Full Governing Body
School Profile	

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character



Charging and Remissions Policy	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request. Various other documents can be viewed on the school website

8. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to

The Headteacher

Capel-le-Ferne Primary

Folkestone

Kent

CT18 7HB

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made you may do so by writing to: The Chair of Governors at the school address. If you still have cause for complaint then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 0303 123 1113



Website : www.ico.org.uk

9. Fees

Generally there will be no charge for requested information and information available from the websites is free of charge. For providing information where the costs of doing so exceed £2.00, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy.
- the actual cost of postage.
- where a specific request is made for presentation in a particular form (e.g. CD ROM), the actual cost of doing so.
- £25 per hour for staff time if the total cost of the request exceeds £150.
- VAT will be chargeable in the circumstances that someone else holds the information as well as us.

10.DPO officer- Intergence LTD- dpo@intergence.com

**The Old Coach House, Brewery Road,
Pampisford, Cambridge, CB22 3HG**

Capel-le-Ferne Primary School Freedom of Information Publication Scheme Annex A – Further documents held by the school

Name of document

Description