Lady Boswell's C.E. (Aided) Primary School

Learning Together, Learning for Life

Freedom of Information Policy and Publication Scheme

Date: June 2026

Authorised: July 2026

Date of Next Review: July 2027

Policy to be authorised by: SLT

Policy approved:

Signature:

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result, our children will:

Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society

Strive for academic excellence, developing a thirst for knowledge and a love of learning

Become effective communicators, collaborators and leaders

Be resilient, resourceful and courageous

Be curious, creative individuals and confident problem solvers

Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society

Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

Freedom of Information Policy

Background

Lady Boswell's C.E. (Aided) Primary School is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by school, subject to exemptions and conditions laid down by law.

Scope

This policy applies to all information held by school regardless of how it was created or received. It applies irrespective of the media on which the information is stored and whether the information is recorded on paper or held electronically. The Act's powers are fully retrospective and thus information is accessible no matter how old it may be. Similarly, information in draft form will also be accessible under the Act.

It should be noted that access to personal information (that is information from which a living individual can be identified) is governed under the Data Protection Act 2018. Requests for access to such information will be governed in line with the requirements of this legislation.

Dealing with Requests

Lady Boswell's C.E. (Aided) Primary School will offer advice and assistance to anybody wishing to make a request for information. We are committed to dealing with requests within statutory guidelines, which means that a response will be made no more than 20 working days from the date of request and more speedily if possible. This will be extended in specific circumstances on legal advice in connection with the public interest. Repeated or vexatious

requests for information will be refused. School will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Lady Boswell's C.E. (Aided) Primary School will put in place an appropriate procedure for measuring the public interest when considering a qualified (also known as "non- absolute") exemption which requires such a test.

Any request in writing will be considered a Freedom of Information request including those received by email. There is no need for requests to indicate that they are made under the Act and all requests will be dealt with under this policy. School reserves the right to refuse requests where the cost of locating, retrieving and editing (where necessary) the information would exceed the statutory maximum (currently £450). The School recognises that requests for environmental information may be made over the telephone and that different exemptions apply.

Adopting and Maintaining Publication Schemes

Lady Boswell's C.E. (Aided) Primary School has adopted a Publication Scheme (see below) in accordance with Section 19 of the Freedom of Information Act and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for. Material contained within the publication scheme, and a copy of the scheme itself, will be readily available. Where charges are applied these will be stated in the Scheme. The scheme can be accessed in school on request. School staff will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act 2018

Lady Boswell's C.E. (Aided) Primary School is under a legal duty to protect personal data under the Data Protection Act 2018. We will carefully consider our responsibilities under this Act before releasing personal information about living individuals, including current and former employees and pupils.

Responsibilities

Lady Boswell's C.E. (Aided) Primary School has a responsibility to make information available in accordance with the Freedom of Information Act. Responsibility for compliance with this and related policies will rest with the Governing Body who will delegate those responsibilities to the Co-Headteachers. Complaints regarding the use of this policy should be directed to the Governing Body.

All school staff have a responsibility to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and for implementing records, management policies and procedures as appropriate to their post.

Contact Details

For advice and assistance please contact the Co-Headteachers.

Further advice and information about the Freedom of Information Act, including full details of exemptions and advice on the public interest test, is available from the Information Commissioner's website at www.informationcommissioner.gov.uk

Freedom of Information Publication Scheme

Below is Lady Boswell's C.E. (Aided) Primary School Publication Scheme on information available under the Freedom of Information Act 2000.The governing body is responsible for maintenance of this scheme.

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 on our website to download and print off or is 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.

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.
- Information relating to the school and governing body – information published on the school website 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.

How to request information

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:

Lady Boswell's C.E. (Aided) Primary School
Plymouth Drive
Sevenoaks
Kent
TN13 3RW

Phone: 01732 452851
Email: office@ladyboswells.kent.sch.uk

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, you can still contact the school to ask if we have it.

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.

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 on the Guide to Information Available table.

GUIDE TO INFORMATION AVAILABLE FROM LADY BOSWELL'S C.E. (AIDED) PRIMARY SCHOOL

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 – Who we are and what we do		
Who's who in the School	**School website**	**-**
Who's who on the governing body and the basis of their appointment	School website	**-**
Instrument of Governance	School website	**-**
Contact details for the Co-Headteachers and for the governing body	School website	**-**
School Prospectus	Office	**-**
Staffing Structure	School website	**-**
School session times and term dates	School website	**-**
CLASS 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Office	£2.50
Capitalised funding	Office	£2.50
Additional funding	Office	£2.50
Procurement and projects	Office	£2.50
Pay Policy	Office	£2.50
Staffing and grading structure	Office	£2.50
Governors' allowances	Office	£2.50
CLASS 3 – What our priorities are and how we are doing		
School profile • The latest Ofsted report – Summary and Full Report • SIAMS report	School website	**-**
Appraisal Policy and procedures adopted by the governing body	Office	£2.50
School's future plans (School Improvement Plan)	Office (summary available on website)	£2.50 for full version
CLASS 4 – How we make decisions (hard copy or website)		
Admissions Policy/decisions (not individual admission decisions)	School website	-
Agendas of meetings of the governing body and its sub-committees	Office	£2.50
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting	Office	£2.50

CLASS 5 – Our policies and procedures		
School policies including: • Charging and Remissions Policy • Complaints Policy • Code of Conduct Policy • Discipline & Conduct Policy • Grievance Policy Pupil & curriculum policies including: • Home School Agreement • Health and Safety Policy • Curriculum Policy • Relationships & Sex Education Policy • SEND Policy and Information Report • Accessibility Policy • Child Protection Policy (Encompassing Online Safety) • Collective Worship Policy • Positive Learning, Behaviour and Wellbeing Policy • Anti-bullying • Equality Policy	 School website - policies School website - policies Request from office Request from office Request from office School website - policies Request from office School website - policies School website - policies School website - policies School website - policies School website - policies School website - policies School website - policies School website - policies School website – safeguarding – policies School website - policies	**-** £2.50 £2.50 £2.50 £2.50
Records Management and Personal Data policies, including: • Information Security Policies - within GDPR Policy • Records Retention, Destruction and Archive Guidelines – Standard Kent guidelines used • Data Protection (including information sharing policies)	 Website – under GDPR Office Website – under GDPR	 £2.50
Charging & Remissions Policy	School website	**-**
CLASS 6 – Lists and Registers		
Any information the school is currently legally required to hold in publicly available registers	Office	Inspection only
CLASS 7 – The services we offer		
Extra-curricular activities	School website	**-**
After school clubs	School website	-
Leaflets and newsletters	School website	-

CONTACT DETAILS:

Co-Headteachers: Mrs S Saunders and Mrs H Pullen
Tel: 01732 452851
headteacher@ladyboswells.kent.sch.uk

School website: www.ladyboswells.kent.sch.uk

Costs:
Costs are due to photocopying, printing and postage costs incurred or time in sending by email