



Freedom of Information:

Guide to information available from Thamesview School under the model publication scheme

**Thamesview School
Thong Lane, Gravesend
Kent DA12 4LF**



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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.thamesview.kent.sch.uk Hard copy – contact Head's PA 01474 566552	Free 10p per sheet
Who's who on the Governing Body and the basis of their appointment	Website: www.thamesview.kent.sch.uk Hard copy – contact Head's PA 01474 566552	Free 10p per sheet
Instrument of Government	Hard copy – contact Head's PA 01474 566552	10p per sheet
Contact details for the Headteacher and for the Governing Body, via the school	Website: www.thamesview.kent.sch.uk Hard copy – contact Head's PA 01474 566552	Free 10p per sheet
School prospectus	Website: www.thamesview.kent.sch.uk	Free



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	Hard copy – contact main office 01474 566552	10p per sheet
Staffing structure	Website: www.thamesview.kent.sch.uk Hard copy – contact Head’s PA 01474 566552	Free 10p per sheet
School session times and term dates	Website: www.thamesview.kent.sch.uk Hard copy – contact Head’s PA 01474 566552	Free 10p per sheet
Address of school and contact details, including email address.	Thamesview School Thong Lane Gravesend, Kent DA12 4LF Tel: 01474 566552 Fax: 01474 537405 e-mail: school@thamesview.kent.sch.uk website: www.thamesview.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 the Business Manager at school	
Capital funding and Additional Funding	Contact the Business Manager at school	
Procurement and Projects	Contact the Business Manager at school	
Pay policy	Website: www.thamesview.kent.sch.uk	Free
	Hard copy – contact Head’s PA 01474 566552	10p per sheet
Staffing and grading structure	Contact the Headteacher at school	
Governors’ allowances that can be incurred or claimed	Website: www.thamesview.kent.sch.uk	Free
	Hard copy – contact Head’s PA 01474 566552	10p per sheet



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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	(hard copy or website)	
School profile <ul style="list-style-type: none"> • Government supplied Performance data • The latest Ofsted report <ul style="list-style-type: none"> - summary or full report 	Website: www.thamesview.kent.sch.uk Hard copy – contact Head’s PA 01474 566552	Free 10p per sheet
Performance Management Policy and procedures adopted by the governing body.	Website: www.thamesview.kent.sch.uk Hard copy – contact Head’s PA 01474 566552	Free 10p per sheet
Performance data or a direct link to it	Website: www.thamesview.kent.sch.uk Hard copy – contact Head’s PA 01474 566552	Free 10p per sheet
The school’s future plans	Contact the Headteacher at school	
Safeguarding and child protection – policies and procedures	Website: www.thamesview.kent.sch.uk Hard copy – contact Head’s PA 01474 566552	Free 10p per sheet



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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>	<p>(hard copy or website)</p>	
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website: www.thamesview.kent.sch.uk</p> <p>Hard copy – contact Head’s PA 01474 566552</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 the Clerk to Governors at the school on 01474 566552</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 • Data protection (including information sharing policies) 	<p>Website: www.thamesview.kent.sch.uk</p> <p>Hard copy – contact Head’s PA 01474 566552</p> <p>E-mail</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p>School policies applicable and in existence</p>	<p>Website: www.thamesview.kent.sch.uk</p> <p>Hard copy – contact Head’s PA 01474 566552</p> <p>E-mail</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>



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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars	Hard copy – contact Head’s PA 01474 566552	10p per sheet
Disclosure logs	Currently not held	
Asset register	Inspection only – contact the Business Manager at school	Free
Any information the school is currently legally required to hold in publicly available registers	Website: www.thamesview.kent.sch.uk	Free
	Hard copy – contact Head’s PA 01474 566552	10p per sheet
	E-mail	Free



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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.thamesview.kent.sch.uk</p> <p>Hard copy – Enrichment Co-ordinator</p> <p>E-mail</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p>Out of school clubs</p>	<p>Website: www.thamesview.kent.sch.uk</p> <p>Hard copy – Enrichment Co-ordinator</p> <p>E-mail</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website: www.thamesview.kent.sch.uk</p> <p>Hard copy – contact Head’s PA 01474 566552</p> <p>E-mail</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>



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Additional Information Information that is not itemised in the lists above	Website: www.thamesview.kent.sch.uk	Free
	Hard copy – contact Head’s PA 01474 566552	10p per sheet
	E-mail	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying/printing per sheet (colour)	Not applicable
	Postage	Actual cost of Royal Mail standard 2 nd class

This guide will be reviewed at least every 3 years.

Dated: May 2016