



## Freedom of Information

Guide to information available from Richard Challoner School under the model publication scheme.

### PLEASE NOTE:

When a hard copy of information that is freely available on the school website is requested, a charge of 20p per page will be made + postage.

Postage on any requests for information will be charged at cost based on current 2<sup>nd</sup> class postage rate.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  <b>This will be current information only</b>		
Who's who in the school	Limited info on website Apply in writing	Nil
Who's who on the governing body and the basis of their appointment	Apply in writing	Nil
Instrument of Government	Apply in writing	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address)	Apply in writing	Nil
School prospectus	Website	Nil
Annual Report	Website	Nil
Staffing structure	Apply in writing	Nil
School session times and term dates	Website	Nil
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  <b>Only current and previous financial year will be made available.</b>		
Annual budget plan and financial statements	Apply in writing	Nil
Capitalised funding	Apply in writing	Nil
Additional funding	Apply in writing	Nil
Procurement and projects	Apply in writing	Nil
Pay policy	Apply in writing	Nil
Staffing and grading structure	Apply in writing	Nil
Governors' allowances	Apply in writing	Nil

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p><b>This will be current information only</b></p>		
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Report on website Apply in writing</p>	<p>Nil</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Apply in writing</p>	<p>Nil</p>
<p>Schools future plans</p>	<p>Apply in writing</p>	<p>Nil</p>
<p>Every Child Matters – policies and procedures</p>	<p>Apply in writing / some on website</p>	<p>Nil</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p><b>Current and previous three years</b></p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Current available in prospectus on website. Other years, apply in writing.</p>	<p>Nil</p>
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Apply in writing</p>	<p>Nil</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Apply in writing</p>	<p>Nil</p>

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Much of this information can be found in the prospectus on the website. Otherwise, apply in writing.</p>	<p>Nil</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Much of this information can be found in the prospectus on the website. Otherwise, apply in writing.</p>	<p>Nil</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Some available on the website or apply in writing.</p>	<p>Nil</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Apply in writing.</p>	<p>Nil</p>

<b>Class 6 – Lists and Registers</b>		
<b>Currently maintained lists and registers only</b>		
Curriculum circulars and statutory instruments	Apply in writing.	Nil
Disclosure logs	Apply in writing.	Nil
Asset register	Apply in writing.	Nil
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Apply in writing.	Nil
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<b>Current information only</b>		
Extra-curricular activities	Prospectus / Website	Nil
Out of school clubs	Prospectus / Website	Nil
School publications	Prospectus / Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Apply in writing.	Nil
Leaflets books and newsletters	Website	Nil

### **Additional Information**

There is a significant amount of information on the school website, including the prospectus, copies of letters sent home, policies etc. Please check relevant sections of the website before approaching the school for information.

## Contact details:

Requests made under the Freedom of Information act should be addressed in writing (or email) to:

**Data Protection Officer**  
**Richard Challoner School**  
**Manor Drive North**  
**New Malden**  
**Surrey**  
**KT3 5PE**

Email: [rcb@rbksch.org](mailto:rcb@rbksch.org) – subject line to include: **FAO Data Protection Officer**

## Schedule of Charges:

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 12p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation (quote the actual statute)
<b>Hard copies of information freely available on the website</b>	Photocopying/printing @ 20p per sheet (black & white)	Cost + Admin time

\* the actual cost incurred by the school