

The Freedom of Information Act 2000 requires all schools to set out in their publication scheme what information they hold and where and how the information can be accessed by an interested individual.

A lot of information is available on our website - www.kirton-boston.lincs.sch.uk - and so is available free of charge. If a request made under the Freedom of Information Act and a hard copy is requested a charge will be made at a rate to cover the cost of producing the information. The applicant will be informed of the likely cost before the information is compiled.

Information	How the information can be obtained	Cost
Who we are and what we do		
Who's who in the school	Website: http://www.kirton-boston.lincs.sch.uk/Our-Team	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website: http://www.kirton-boston.lincs.sch.uk/Governors	Free
Instrument of Government / Articles of Association	n/a - Local authority maintained school	
Contact details for the Head teacher and for the governing body, via the school	Website: http://www.kirton-boston.lincs.sch.uk/Contact-Us	Free
School prospectus	Website: http://www.kirton-boston.lincs.sch.uk/Mainfolder/about-the-school/docs/prospectus.pdf	Free

Information	How the information can be obtained	Cost
	Hard Copy: available on request from the office	Free
Annual Report (if any)	n/a	
Staffing structure	Website: http://www.kirton-boston.lincs.sch.uk/Mainfolder/about-the-school/docs/prospectus.pdf	Free
School session times and term dates	Website: http://www.kirton-boston.lincs.sch.uk/Mainfolder/about-the-school/docs/prospectus.pdf	Free
Address of school and contact details, including email address.	Website: http://www.kirton-boston.lincs.sch.uk/Contact-Us	Free
What we spend and how we spend it		
Annual budget plan and financial statements	Hard copy: available on request form the office	10p per A4 sheet
Capital funding	Hard copy: available on request form the office	10p per A4

Information	How the information can be obtained	Cost
		sheet
Financial audit reports	Hard copy: available on request form the office	10p per A4 sheet
Details of expenditure items over £5,000	Hard copy: available on request form the office	10p per A4 sheet
Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy: available on request form the office	10p per A4 sheet
Pay policy	Hard copy: available on request form the office	10p per A4 sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	n/a	
What our priorities are and how we are doing		
<ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted report 	Website: http://www.kirton-boston.lincs.sch.uk/Ofsted-Report	Free

Information	How the information can be obtained	Cost
<ul style="list-style-type: none"> Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request form the office	10p per A4 sheet
Performance data or a direct link to it	Website: http://www.kirton-boston.lincs.sch.uk/Ofsted-Report	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website: http://www.kirton-boston.lincs.sch.uk	Free
Safeguarding and child protection	Hard copy: available on request form the office	10p per A4 sheet
How we make decisions		
Admissions policy	Website: http://www.kirton-boston.lincs.sch.uk/Mainfolder/about-the-school/docs/Admission-Policy.pdf	Free
Agendas and minutes of meetings of the governing body and its	Hard copy: available on request form the office	10p per

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committees. (NB this will exclude information that is properly regarded as private to the meetings).		A4 sheet
Our policies and procedures		
All policies required by statutory duty are	Website : http://www.kirton-boston.lincs.sch.uk/Statutory-Information	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Hard copy: available on request form the office	10p per A4 sheet
Charging regimes and policies.	Website: http://www.kirton-boston.lincs.sch.uk/Mainfolder/Charging-Policy-Nov-2013.pdf	free
Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments		

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Disclosure logs	Hard copy: available on request form the office	10p per A4 sheet
Asset register	Hard copy: available on request form the office	10p per A4 sheet
Any information the school is currently legally required to hold in publicly available registers	Hard copy: available on request form the office	10p per A4 sheet
The services we offer		
Extra-curricular activities	Website: http://www.kirton-boston.lincs.sch.uk/	Free
Out of school clubs	Website: http://www.kirton-boston.lincs.sch.uk/	Free
Services for which the school is entitled to recover a fee, together with those fees	Website: http://www.kirton-boston.lincs.sch.uk/Mainfolder/Charging-Policy-Nov-2013.pdf	Free

Information	How the information can be obtained	Cost
School publications, leaflets, books and newsletters	Website: http://www.kirton-boston.lincs.sch.uk/	Free