



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

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)	cost
Who's who in the school	HARD COPY / WEBSITE	FREE
Who's who on the governing body and the basis of their appointment	HARD COPY	FREE
Instrument of Government / Articles of Association	HARD COPY	FREE
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	HARD COPY / WEBSITE	FREE
School prospectus	HARD COPY	FREE
Staffing structure	HARD COPY / WEBSITE	FREE
School session times and term dates	HARD COPY / WEBSITE	FREE



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

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)	(hard copy and/or website)	cost
Current and previous financial year as a minimum		
Annual budget plan and financial statements	HARD COPY	10p per sheet
Capital funding	HARD COPY	10p per sheet
Financial audit reports	HARD COPY	10p per sheet
Details of expenditure items over £2000 – published at least annually.	HARD COPY	10p per sheet
Procurement and contracts the school has entered into.	HARD COPY	10p per sheet
Pay policy	HARD COPY	10p per sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (senior leadership team whose basic actual salary is at least £60,000 per annum) by reference to categories.	HARD COPY	10p per sheet
Staffing and grading structure. As a minimum, this will include salaries for senior staff in bands of £10,00 and for other posts by salary range.	HARD COPY	10p per sheet
Governors' allowances that have been incurred or claimed.	HARD COPY	10p per sheet



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	cost
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report - Post inspection plan 	<p>HARD COPY</p> <p>Ofsted report available online at: www.ofsted.gov.uk</p>	<p>FREE</p> <p>10p per sheet</p>
Performance management policy and procedures adopted by the governing body.	<p>HARD COPY</p> <p>Via email</p>	<p>10p per page</p> <p>FREE</p>
School Improvement Plan	HARD COPY	10p per page
Safeguarding and child protection policies.	<p>HARD COPY</p> <p>SOME POLICIES ARE ALSO AVAILABLE ON THE SCHOOL WEBSITE</p> <p>Via email</p>	<p>10p per page</p> <p>FREE</p>



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

<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>	(hard copy or website)	cost
Admissions policy/decisions (not individual admission decisions)	HARD COPY	10p per sheet
Minutes of meetings (as above) – n.b this will exclude information that is properly regarded as private to the meetings.	HARD COPY Via email	10p per sheet FREE
<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)	cost
<p>This includes all policies, procedures and documents that the school is required to have by statute. It includes such policies as:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy 	HARD COPY SOME POLICIES ARE AVAILABLE ON THE SCHOOL WEBSITE FREE OF CHARGE.	No charge for one copy of a single policy. 10p per sheet for every policy requested thereafter



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

<ul style="list-style-type: none"> • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Via email	FREE
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>HARD COPY</p> <p>SOME POLICIES ARE ON THE SCHOOL WEBSITE.</p> <p>Via email</p>	<p>No charge for one copy of a single policy.</p> <p>10p per sheet for every policy requested thereafter</p> <p>FREE</p> <p>FREE</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Information about retention destruction and archiving • Data protection (including information sharing policies) 	<p>HARD COPY</p> <p>Via email</p>	<p>10p per page</p> <p>FREE</p>
Charging regimes and policies.	<p>HARD COPY</p> <p>Via email</p>	<p>10p per page</p> <p>FREE</p>



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<p>Disclosure logs</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<p>Asset register</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<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 / Out of school clubs</p>	<p>HARD COPY</p> <p>Via email</p>	<p>FREE</p> <p>FREE</p>
<p>School publications (Leaflets books and newsletters)</p>	<p>HARD COPY</p>	<p>No charge for first 2 copies requested. 10p per sheet for each copy requested</p>



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783.
The registered office is at Lockholt Close, Ashford, TN23 3JR.

	SOME INFORMATION IS AVAILABLE ON THE WEBSITE FREE OF CHARGE.	thereafter
	Via email	FREE
Services for which the school is entitled to recover a fee, together with those fees	HARD COPY	FREE
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: MISS JILL TALBOT (HEADTEACHER) OR MR STEVE KING (CHAIR OF GOVERNORS)
GODINTON PRIMARY SCHOOL, LOCKHOLT CLOSE, ASHFORD, KENT TN23 3JR
TELEPHONE: 01233 621616
EMAIL: office@godinton.kent.sch.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @	Actual cost *



Freedom of Information (updated January 2025)

Guide to information available from Godinton Primary School under the model publication scheme

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783. The registered office is at Lockholt Close, Ashford, TN23 3JR.

	10p per sheet (black & white)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

All documentation is usually supplied as a black and white copy. Should a colour copy be required this will be charged at 20p per sheet (charge based on actual cost). All documentation may be viewed on the school site, with prior arrangement, at no charge.

- the actual cost incurred by the public authority