

# Freedom of Information Publication Scheme

**Reviewed:**

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**Adopted:**

Full Governing Body  
15<sup>th</sup> March 2018

**Kings Mill School & Residence**



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For the purpose of this policy the term ‘school’ refers to the whole site including the residence and student centre.

## **School Publication Scheme**

The school has adopted the model publication scheme (Version 1.2) for public authorities (which includes schools) prepared and approved by the Information Commissioner. For clarification any reference to the ‘authority’ means the school.

## **Model Publication Scheme**

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term ‘dataset’ is defined in section 11 (5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19 (8) of that Act.

## **Classes of information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering procurement and contracts.

**What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under sections 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provision of the Freedom of Information Act.

## Freedom of Information

Guide to information available from Kings Mill School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> Organisational information, structure, locations and contacts. This will be current information only.		
Who's who in the school	<b>Website</b> <a href="http://www.kingsmillschool.co.uk">www.kingsmillschool.co.uk</a>	Free
Instrument of Government Who's who on the governing body and the basis of their appointment Terms of reference for committees	<b>Website</b> <a href="http://www.kingsmillschool.co.uk">www.kingsmillschool.co.uk</a>	Free
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email (if used))	<b>Hard copy</b> Contact the School Business Manager	Free
Staffing structure	<b>Hard copy</b> Contact the School Business Manager	5p/page
School session times and term dates	<b>Website</b> <a href="http://www.kingsmillschool.co.uk">www.kingsmillschool.co.uk</a>	Free
<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. Current and previous financial year as a minimum		
Annual budget plan and financial statements	<b>Hard copy</b> Contact the School Business Manager	5p/page
Capital funding	<b>Hard copy</b> Contact the School Business Manager	5p/page
Financial audit reports	<b>Hard copy</b> Contact the School Business Manager	5p/page

Details of expenditure over £2000 – published at least annually	<b>Hard copy</b> Contact the School Business Manager	5p/page
Procurement and contracts the school has entered into	<b>Hard copy</b> Contact the School Business Manager	5p/page
Pay policy	<b>Hard copy</b> Contact the School Business Manager	5p/page
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		
School profile	<b>Website</b> www.kingsmillschool.co.uk	Free
Government supplied performance data	<b>Website</b> www.kingsmillschool.co.uk	Free
Latest Ofsted report (Summary and full report)	<b>Website</b> www.kingsmillschool.co.uk	Free
Performance management policy and procedures adopted by the governing body	<b>Hard copy</b> Contact the School Business Manager	5p/page
Performance data	<b>Website</b> www.kingsmillschool.co.uk	Free
Future plans: 5-year strategic plan	<b>Hard copy</b> Contact the School Business Manager	5p/page
Safeguarding and child protection	<b>Hard copy</b> Contact the School Business Manager	5p/page
<b>Class 4 –How we make decisions</b> Decision making processes and records of decisions. Current and previous three years as a minimum		
Admissions policy/decisions (not individual admissions decisions)	<b>Website</b> www.kingsmillschool.co.uk	Free
Agendas and minutes of public meetings of the governing body and its committees.	<b>Hard copy</b> Contact the School Business Manager	5p/page

**Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

Accessibility plan Administering, Storage and Management of medication policy Admissions policy Appraisal and supervision policy Assessment, recording and reporting policy Bedroom Monitoring policy Bereavement policy Charging and remissions policy Child protections and safeguarding policy Complaints policy and procedure Counter fraud and corruption policy Counter bullying policy Critical Incident policy Data protection policy and privacy notice Disciplinary policy Drugs education policy E-safety policy Educational visits policy Exclusion policy Freedom of information publication scheme Health & safety policy Illness policy Inclusion policy Intimate care policy and guidance Lettings policy LGBT policy Lettings policy Marking and feedback policy	Policies are available on the website <a href="http://www.kingsmillschool.co.uk">www.kingsmillschool.co.uk</a>  or by contacting the School Business Manager	Free
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<p>Maternity pay and leave policy  Missing child policy and procedures  Newly Qualified teachers induction policy  Oxygen policy  Positive behaviour policy  Pupil premium policy  Record management policy  Register of business interests of governors and school staff with financial responsibilities  SEND policy  Sex education policy  School improvement plan  Special Educational Needs policy  Staff code of conduct policy  Teacher appraisal policy  Teachers pay policy  Use of electronic mail policy and guidelines  Use of internet policy and guidelines  Whistle blowing policy  Work experience policy</p>		
<p>Record 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><b>Hard copy</b>  Contact the School Business Manager</p>	Free
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only</p>		
<p>Curriculum circulars and statutory instruments</p>	<p><b>Hard Copy</b>  Contact the School Business Manager</p>	5p/page
<p>Disclosure logs</p>	<p><b>Hard Copy</b>  Contact the School Business Manager</p>	5p/page

Asset register	<b>Inspection only</b> Contact the School Business Manager	
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	<b>Inspection only</b> Contact the School Business Manager	
<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. Current information only.		
Extra-curricular activities	<b>Website</b> www.kingsmillschool.co.uk	
After school clubs	<b>Website</b> www.kingsmillschool.co.uk	
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard Copy</b> Contact the School Business Manager	5p/page
School publications, leaflets, books and newsletters	<b>Website</b> www.kingsmillschool.co.uk	
<b>Contact Details</b> Kings Mill School, Victoria Road, Driffield, YO25 6UG Telephone: 01377 253375 Email: kingsmill.specialschool@eastriding.gov.uk		

## Schedule of Charges

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet. Black & white.	Actual cost incurred
	Postage	Actual cost of Royal Mail second class post