



Kirkbie Kendal School Academy Trust

Policy Title:	Publication Scheme (Freedom of Information Act 2000)
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Version:	1.0
Member of Staff Responsible for review:	Headteacher
Governors' Committee/SLT Responsible:	PPM
Status:	Adopted
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Review Cycle:	2 years
Date of last review:	Sep 19 (no changes)
Date for next scheduled review:	Sep 21

Change Record		
Version	Date	Description
1.1		
1.2		
1.3		
1.4		

"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies support the Child Protection Policy."

KIRKBIE KENDAL SCHOOL ACADEMY TRUST

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

This Publication Scheme has been prepared and approved by the Information Commissioner. It has been adopted by Kirkbie Kendal School without modification by Kirkbie Kendal School and will be valid until further notice.

This publication scheme commits a public authority (which includes Academies), 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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 school that has been requested, and any updated versions it holds, unless the school 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 school 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 school.

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 school 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 the school, 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, the school 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 the school 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 schedules 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 section 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 the school that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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Contact Details

The Publication Scheme will be available via the following website: <http://www.kirkbiekendal.cumbria.sch.uk>

Academy Contact: The Headteacher, Kirkbie Kendal School, Lound Road, Kendal, Cumbria, LA9 7EQ. Email: headspa@kksa.co.uk

To help us process your request, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please).

Schedule of available information

The publications as outlined in the Definition Document produced by the Information Commissioner’s Office are attached at Appendix 1.

Related Policies

DATA PROTECTION POLICY

THIS DOCUMENT IS AVAILABLE IN THE FOLLOWING FORMATS:

PAPER
ENLARGED PRINT
EMAIL
WEBSITE

Freedom of Information

Guide to Information available from Kirkbie Kendal School under the Publication Scheme

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.kirkbiekendal.cumbria.sch.uk)	Free
Who's who on the Governing Body and the basis of their appointment	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Articles of Association	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Contact details for the Head teacher and for the Governing Body, via the school (named contacts where possible).	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
School prospectus (if any)	Website (www.kirkbiekendal.cumbria.sch.uk) Hard copy	Free
Annual Report (if any)	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Staffing structure (list and roles)	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
School session times and term dates	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Address of school and contact details, including email address.	Website (www.kirkbiekendal.cumbria.sch.uk)	Free

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Information to be published	How the information can be obtained	Cost
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	Hard copy	✓
Capital funding	Hard copy	✓
Financial audit reports	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Procurement and contracts.	Hard copy	✓
Pay policy	Hard copy	✓
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	✓
Staffing, pay and grading structure.	Hard copy	✓
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	✓

Freedom of Information

Guide to Information available from Kirkbie Kendal School under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<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)	
<p>School profile</p> <ul style="list-style-type: none"> Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Link from website https://www.compare-school-performance.service.gov.uk/school/136671</p> <p>Website & link from website https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/136671</p>	<p>Free</p> <p>Free</p>
Performance management policy and procedures adopted by the Governing Body.	Hard copy	✓
The school's future plans	Hard copy	✓
Safeguarding and child protection	Website (www.kirkbiekendal.cumbria.sch.uk)	Free

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Information to be published	How the information can be obtained	Cost
<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)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
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).	Hard copy	✓
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. <i>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</i></p>	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
<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>http://irms.org.uk/page/SchoolsToolkit Website (www.kirkbiekendal.cumbria.sch.uk)</p>	Free Free
Charging regimes and policies.	Website (www.kirkbiekendal.cumbria.sch.uk)	Free

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	Hard copy or website (some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard copy	✓
Disclosure logs	Hard copy	✓
Asset register	By inspection	Free
Any information the school is currently legally required to hold in publicly available registers	Hard copy	✓
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website; (some information may only be available by inspection)	
Extra-curricular activities	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Out of school clubs	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
Services for which the school is entitled to recover a fee, together with those fees	Website (www.kirkbiekendal.cumbria.sch.uk)	Free
School publications, leaflets, books and newsletters	By inspection/hard copy	Free/✓

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 @ 10 p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20 p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute, when appropriate)
Other	£25 per hour for administration time for locating and retrieving information and in meeting the applicant's preference for communicating the information.	

* the actual cost incurred by the Academy

Academy Contact:

The Headteacher
Kirkbie Kendal School
Lound Road
Kendal
Cumbria
LA9 7EQ

Email: headsqa@kksa.co.uk