

Kingsdown School



Freedom of Information (FOI)

Publication Scheme

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1. Introduction and Context

- 1.1 The Freedom of Information Act 2000 came fully into force on 1 January 2005. The Act gives a general right of access to all types of recorded information held by public authorities, sets out some exemptions from that right and imposes a number of other obligations on public authorities.
- 1.2 One aim of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To achieve this we have produced a Publication Scheme, (hereafter called "The Scheme", setting out:
 - The classes of information which we publish or intend to publish;
 - The manner in which the information will be published; and
 - Whether the information is available free of charge or on payment.
- 1.3 The scheme covers information Kingsdown School publishes or intends to publish as a matter of course. All information in our publication is available in paper form. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.
- 1.4 The Governing Body has overall responsibility for The Scheme, while responsibility for maintaining and operating The Scheme lies with the school's Freedom of Information Officer.

2. Aims of the Scheme

Kingsdown School aims to:

- Create a happy, safe environment where all students feel valued and where their achievements are recognised and celebrated.
- Enable each student to acquire, through carefully planned curriculum, the skills necessary to develop their full potential in all areas of learning.
- Develop excellent and innovative teaching, where students are challenged and inspired to learn.
- Support student's special educational needs, so that all students develop skills and confidence to succeed.
- Encourage life-long learning, with Kingsdown School as a centre for learning in the community.
- Ensure that staff are valued and supported in their work.
- Encourage each student to be a respectful and caring citizen.
- Encourage all students to grow to be confident, positive and independent in their attitude to learning and life.

The Scheme is a means of showing how we are pursuing these aims.

3. Classes of information published

3.1 The Scheme is a guide to information currently published (or recently published) or for publication in the future. In Section 5, information is categorised into four broad classes these are:

- i. *Information published in the **School Prospectus***
- ii. *Information published in the **School Profile and other information relating to the Governing Body***
- iii. *Information about policies that relate to **Students and the school's Curriculum***
- iv. *Information about policies that relate to **School Policies and other information related to the school***

3.2 Information published on the school's website

Kingsdown School's website (see www.kingsdownschool.co.uk) contains information which is available free-of-charge and may be downloaded, copied and/or printed without breaking any copyright laws, unless otherwise stated. Here you will find hyperlinks to other specific areas providing detailed information about specific school services.

4. Your questions answered

This section seeks to address queries about The Scheme. If you require further explanation or additional information about the Publication Scheme, please contact the schools Freedom of Information Officer, using the normal school contact number 01793 822284.

4.1 Where can I obtain a copy of the Scheme?

The scheme has been produced in paper form and as an electronic document.

4.1.1 **Website:** electronic copies are on the school's website:
www.kingsdownschool.co.uk

Click on 'About Kingsdown School'
Select 'School News'
Select 'Publication Scheme'

4.1.2 **Paper:** Paper copies can be viewed at the school's reception and also in the Learning Resource Centre (LRC); these are open between 8.30am and 4.00pm Mondays to Fridays.

Citizens or organisations that are unable to visit the school should request a copy of The Scheme by contacting the Headteacher; the school will endeavour to send a free copy within **10** working days of the receipt of your request. To help us process your request quickly, please mark any correspondence (in capitals) "PUBLICATION SCHEME REQUEST".

4.1.3 **Email:** for a copy to be emailed to you please mail

head@kingsdownschool.co.uk and put "FOI Publication Scheme" in the subject heading. The school will endeavour to send a free copy within **10** working days of the receipt of your request.

4.1.4 Where information is sought that is not available via The Scheme and not on the school website, contact can be made with the school to ask if this information is held.

4.2 Is there a charge for copies of The Scheme?

Free copies of The Scheme will be provided on a "one copy per request" basis. Repeated requests will be assessed by the school's Business Manager and if judged to be vexatious may be refused.

4.3 How do I obtain copies of the information described in The Scheme?

Some information can be found on the school's website – see above. All information on the website can be downloaded, copied and/or printed without breaking any copyright laws, unless otherwise stated. Information contained within other school publications, such as leaflets, may be obtained from the school's receptionist.

4.4 Will I have to pay for copies of the information within The Scheme?

All information on the school's website (www.kingsdownschool.co.uk) is free-of-charge although the enquirer may incur costs from their internet service provider. Where personal internet access is not available, the school website can be accessed by using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 5.

If a request means that photocopying, printing or postage charges are incurred, or is for a priced item such as some printed publications or videos, the school will advise of the cost before fulfilling the request. Where there is a charge this will be indicated by a £ sign in the description box.

4.5 If I want information that's not available through The Scheme, will a charge be made?

Under the provision of the Freedom of Information Act 2000, information has to be provided free of charge if it does not exceed the current limit of £450. This equates to 18 hours work at £25 per hour.

4.6 What happens if the cost of providing the information is estimated to be greater than £450?

The Freedom of Information Act 2000 gives the school powers to charge for providing information above the £450 limit. Kingsdown School has decided to charge the same hourly rate of £25, and the fee charged will be for the total hours required to locate, retrieve and consider whether an exemption applies to the information requested.

4.7 Is there a charge for disbursements such as photocopying and postage?

Charges can be made for photocopying (based at 10p per copy) and postage; these charges are not included in the £450 limit.

4.8 How will I know if there is a charge?

The school will send you a fees notice within 10 working days of receiving your request for information and you will have 90 days to respond. If you decide not to pursue your request your application will automatically lapse at the end of this time period and the school will take no further action.

5. Classes of Information**i. Information published in the School Prospectus**

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows. (Other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the school, and the type of school • The names of the Headteacher and the Chair of Governors • Information on the school policy on admissions • A statement of the school's ethos and values • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students • Information about the implementation of the governing body's policy on students with special educational needs (SEN) • A description of the arrangements for the admission of students with disabilities; details of steps to prevent disabled students being treated less favourably than other students; details of existing facilities to assist access to the school by students with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school • Number of students on roll and rates of student's authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • GCSE/GNVQ results in the school, locally and nationally • A summary of GCSE A/AS level results in the school and nationally • The number of students studying for and percentage achieving other vocational qualifications • The arrangements for visits to the school by prospective parents

ii. **Information published in the School Profile and other information relating to the Governing Body**

Class	Description
School Profile	The contents of the school profile is as follows: <ul style="list-style-type: none"> • Performance data • Summary of Ofsted report • School's intentions for the future
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any particular body entitled to appoint any category of governor • Details of any trust • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees – current and last full academic year.

¹ Some information might be confidential or otherwise exempt from the publication by law and in which case we cannot publish this

iii. **Information about policies that relate to Students and the school's Curriculum**

Class	Description
Home-School Agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education with schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Educational Needs Policy	Information about the school's policy on providing for pupils with special educational needs

Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key Stage 4
Child Protection Policy	Statement of school policy for safeguarding and promoting welfare of students at the school (from March 2004)
Student Discipline	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying

iv. **Information about School Policies and other information related to the school**

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school together with the summary of the Report
Ofsted inspection self-evaluation form ¹	A statement of the governing body's evaluation of the school's performance
Charging and remissions policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodgings for which charges are permitted, for example school publications, music tuition and trips
School Session times and term dates	Details of school sessions and dates of school terms and holidays.

Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance management of staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the headteacher or Governing Body relating to the curriculum
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay
Admissions Policy	Statement of the schools policy on admissions

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6. Feedback and Complaints

Kingsdown School welcomes feedback that may improve the content of The Scheme. In the first instance this should be directed to Wendy Conaghan, Headteacher.

Where an enquiry remains unresolved, or a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

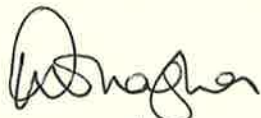
Telephone : 01625 454700 (main switchboard – ask for Freedom of Information)

Fax : 01625 524510

E-mail : mail@ico.gsi.gov.uk

Website : <https://ico.org.uk/>

Signed



W Conaghan
Headteacher

Date: 25th April 2016

Signed



M Blackwell
Chair of Governors

Date: 25th April 2016