



FOIA Publication Scheme

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

FREEDOM OF INFORMATION – PUBLICATION SCHEME

The King's School has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the Academy complies with the Act.

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the School's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the School and falls within the classifications below.
- To specify the information that 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.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form. Some information which we hold may not be made public, for example personal information.

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.thekings.devon.sch.uk and is categorised in 'Classes' as outlined later in this Scheme.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- a) Who we are and what we do
- b) What we spend and how we spend it
- c) What our priorities are and how we are doing
- d) How we make decisions
- e) Our policies and procedures
- f) Lists and registers
- g) The services we offer

The classes of information will not generally include:

- h) 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.
- i) Information in draft form.
- j) 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 the website. Where it is impracticable to make information available on the 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 school 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:

- a) photocopying
- b) postage and packaging
- c) the costs directly incurred as a result of viewing information
- d) any translation costs

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.

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 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.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at <http://www.thekings.devon.sch.uk/>

Email: office@thekings.devon.sch.uk

Tel: 01404 812982

Contact Address: The King's School Cadhay Lane, Ottery St Mary. Devon EX11 1RA

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

Information held by the school that is not published under this scheme can be requested in writing, addressed to the School Business Manager, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from The King's School, Ottery St Mary, under this Publication Scheme.

| Class a: Who we are and what we do | How the information can be obtained |
|---|--|
| Who's who in the school | Website |
| Who's who on the Governing Body and the basis of their appointment | Website |
| Articles of Association | Website |
| Contact details for the Headteacher and members of the Governing Body | Website |
| School Prospectus and Sixth Form Prospectus | Website / Hard copy |
| Staffing Structure | Hard copy |
| School session times and term dates | Website |
| Academy Funding Agreement | Website |
| Class b: What we spend and how we spend it | How the information can be obtained |
| Annual report and accounts | Website / Hard Copy |

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|---|-----------------|
| Annual budget plan | Hard Copy (FOI) |
| Capitalised funding | Hard Copy (FOI) |
| Additional funding | Hard Copy (FOI) |
| Pupil premium spend | Website |
| Procurement and projects | Hard Copy (FOI) |
| Pay policy – a statement of the Academy's policy on procedures regarding teachers pay | Hard Copy (FOI) |
| Staffing and grading structure | Hard Copy (FOI) |
| Governor's expenses – details of allowances that can be claimed | Website |

| Class c: What our priorities are and how we are doing | How the information can be obtained |
|--|--|
| Government supplied performance data | Website / Hard Copy |
| Latest Ofsted report | Website / Hard Copy |
| Appraisal policy and procedures adopted by the Governing Body | Website |
| School Development Plan | Website / Hard Copy |
| Child Protection – policies and procedures on safeguarding and promoting the welfare of children | Website / Hard Copy |

| Class d: How we make decisions | How the information can be obtained |
|---|--|
| Admissions policy | Website / Hard Copy |
| Agendas of meetings of the Governing Body and it's sub-committees | Website / Hard Copy |
| Committee Terms of Reference | Hard Copy |
| Minutes of meetings (as above) – excluding information classified as "Confidential" | Website / Hard Copy |

| Class e: Our policies and procedures | How the information can be obtained |
|---|-------------------------------------|
| <p>School policies including:</p> <ul style="list-style-type: none"> - Financial Management and Policy Handbook (inc Charging & Remissions) - Health and Safety and risk assessment - Complaints procedure - Discipline and grievance policies - Whistleblowing - Acceptable Behaviour - Equality and diversity policy - Accessibility Policy - Staff recruitment to leaving policies - Data Protection - Freedom of Information – Publication Scheme - New Technologies (including cyber bullying) | <p>Website / Hard Copy</p> |
| <p>Pupil and Curriculum policies including:</p> <ul style="list-style-type: none"> - Assemblies and Collective Worship - Examinations - Statement for RPE Education - Safeguarding - DBS - Careers Education and Guidance - Non-Examinations Assessment - Curriculum - Anti Bullying - Behaviour Rewards and Sanctions Policy - Relationship and Sex Education - Personal, Social and Health Education - Special Educational Needs - Attendance - Home-school agreement - Anti-Bullying | <p>Website / Hard Copy</p> |
| Class f: Lists and registers | How the information can be obtained |
| <p>Curriculum circulars and statutory instruments</p> | <p>Hard Copy</p> |
| <p>Asset Register</p> | <p>Hard Copy</p> |

Any information the School is currently legally required to hold in publicly available registers (this does not include attendance registers)

Hard Copy

| Class g: The services we offer | How the information can be obtained |
|--|-------------------------------------|
| Extra-curricular activities and out of school clubs | Website / Hard Copy |
| School publications | Website / Hard Copy |
| Services for which the School is entitled to recover a fee, together with those fees | Hard Copy |
| Leaflets and newsletters | Website / Hard Copy |
| Personal Student Account (Canteen, Trips and Visits etc) | Website |