

# KING EDWARD VII SCHOOL POLICY



## Freedom of Information Publication Scheme

### Document Adopted by Governing Body

Date: 1 September 2016

Signed (Chair):  
*Barbara Walsh*

Date: 1 September 2016

Print Name: Barbara Walsh

Date of Next Review: September 2018

Leadership Team Responsibility: Michael Davison

# **This is King Edward VII's School's Publication Scheme for Information Available Under the Freedom of Information Act 2000**

*The Governing Body is responsible for maintenance of this Scheme.*

## **1. Introduction: what a Publication Scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a Publication 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.

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.

This Publication Scheme conforms to the model Scheme for Schools approved by the Information Commissioner.

## **2. Aims and objectives**

The School aims to:

- enable every student to fulfil their learning potential with education that meets the needs of each student,
- help every child develop the skills, knowledge and personal qualities needed for life and work

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

## **3. Categories of information published**

The Publication Scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this Scheme.

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

- **Who we are and what we do** - Organisational information, structures, locations and contacts
- **What we spend and how we spend it** - Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

- **What our priorities are and how we are doing** - Strategies and plans, performance indicators, audits, inspections and reviews
- **How we make decisions** - Decision making processes and records of decisions
- **Our policies and procedures** - Current written protocols, policies and procedures for delivering our services and responsibilities
- **Lists and registers** – but excluding attendance registers
- **The services we offer** - Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

#### 4. How to request information

If you require a paper version of any of the documents within this Scheme, please contact the School by letter or email, contact details are set out below (or you can visit our website at [www.kes.sheffield.sch.uk](http://www.kes.sheffield.sch.uk))

Email: **office@kes.sheffield.sch.uk**  
 Contact Address: **Glossop Road, Sheffield, S10 2PW**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please) and for the attention of the School Business Manager.

If the information you are looking for is not available via the Scheme [and is not on our website], you can still contact the School to ask if we have it.

Such requests will be dealt with under our Freedom of Information Policy.

#### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Information will not be released until applicable costs have been received by the School.

#### 6. Classes of information currently published – available on the school website unless otherwise stated

|   |
|---|
| <b>Class 1 – Who we are and what we do</b>                          |
| Current Information Only  |
| Who’s who in the School   |
| Who’s who on the Governing Body, and the basis of their appointment |
| Governing Body Terms of Reference                                   |
| Contact Details for the Headteacher and the Governing Body          |

|   |
|---|
| School Prospectus   |
| Staffing structure  |
| School term dates and lesson times                            |
|   |
| <b>Class 2 – What we spend and how we spend it</b>            |
| Current and Previous Financial Year                           |
| Annual Budget/Funding Plan                                    |
| Pupil Premium Analysis  |
| Pay Policy – available on request                             |
| Staffing  |
|   |
| <b>Class 3 – What our priorities are and how we are doing</b> |
| Current Information Only                                      |
| School Profile  |
| - Official Performance Data                                   |
| - Latest Ofsted report – Summary and Full                     |
| Performance Management Policy                                 |
| Schools Plans   |
| Safeguarding – Policy & Procedures                            |
|   |
| <b>Class 4 – How we make decisions</b>                        |
| Current and Previous Three Years                              |
| Admissions Policy/Decision Making Process                     |
| Agendas of Governing Body Meetings                            |
| Minutes of above Meetings (excluding Confidential Items)      |
|   |
| <b>Class 5 – Our policies and procedures</b>                  |
| Current Information Only                                      |
| School Policies and Procedures including:                     |
| - Charging and Remissions                                     |
| - Complaints Procedure  |
| - Staff Code of Conduct                                       |
| - Disciplinary & Grievance Procedures                         |
| - Freedom of Information Policy and Charging Scheme           |
| - Equality & Diversity Policy                                 |
| - Recruitment Policy  |
| Student and Curriculum Policies and Procedures including:     |
| - Home-School Agreement                                       |
| - Behaviour Policy  |
| - Curriculum  |
| - Sex and Relationships Education (SRE)                       |
| - Special Education Needs and Disabilities (SEND)             |
| - Accessibility   |
| - Careers Information, Advice & Guidance                      |
| Personal Data Policies  |

|   |
|---|
| - Information Security Policy<br>- Data Protection Policy   |
| <b>Class 6 – Lists and Registers</b>  |
| Current Information Only  |
| Any information the School is currently legally required to hold in publicly available registers ( <b>this does not include the attendance register</b> ) |
| <b>Class 7 – The services we offer</b>  |
| Current Information Only  |
| Extra-Curricular Activities Programme/Out of School Clubs   |
| Planned Events/School Calendar  |
| Newsletter/Other Publications   |
| Language College Programme  |
| Facilities Lettings Arrangements and Fees   |
|   |

## SCHEDULE OF CHARGES

| Type          | Description   | Basis   |
|---------------|---|---|
| Disbursements | Black & White<br>Photocopying/Printing @<br>5p per copy (+ VAT)   | Actual Cost                                   |
|               | Colour<br>Photocopying/Printing @<br>10p per copy (+ VAT)   | Actual Cost                                   |
|               | Postage – recharge of<br>actual cost based on speed<br>required and size of<br>package. Normal method is<br>2 <sup>nd</sup> class mail. | Actual cost<br>based on royal<br>Mail charges |

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the Scheme. If you want to make any comments about this Publication Scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to **The Headteacher**.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that 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 that deals with formal complaints. They can be contacted at:

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

*or*

**Enquiry/Information Line: 0303 123 1113**

**E Mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)**

**Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**