

# Marjory Kinnon School

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## Freedom of Information Publication Scheme

February 2025

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| Contents | Details   | Page |
|----------|---|------|
| 1.       | What is a Publication Scheme?   | 3    |
| 2.       | Classes of Information  | 4    |
| 3.       | The Method by which Information published under this scheme will be made Available  | 5    |
| 4.       | Charges which may be made for information published under this scheme               | 5    |
| 5.       | Written Requests  | 6    |
| 6.       | Information Available from Marjory Kinnon School under the Model Publication Scheme | 7    |
| 7.       | Schedule of Charges   | 12   |

This policy is based on the ICO Model Publication Scheme template - Version 1.2 (23-10-15).

This document was approved by the Resources Committee: **February 2025**

The Marjory Kinnon School Publication Scheme conforms to the requirements of the Freedom of Information Act 2000.

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

## 1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by us 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 the 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.

## 2. Classes of Information

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 7 categories of information we hold, known as 'classes' (see Section 5 for details):

1. **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.
6. **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. **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.

### **3. 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 a 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, a school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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 a 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.

### **4. 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:

- 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 circumstances, including the general principles of the right of access to information held by schools, 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 school.

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.

### **5. 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.

## 6. Information Available from Marjory Kinnon School under the Model Publication Scheme

| Information to be published  | How you can obtain the information | Cost  |
|--|------------------------------------|---|
| <b>Class 1 - Who we are and what we do</b><br>Information about us, our structures, locations and contacts. Current information only.  |                                    |   |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address   | Hardcopy and / or website          | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| Headteacher's contact details  |                                    |   |
| Who's who in the school  |                                    |   |
| Who's who on the Governing Body and selection criteria for appointment.<br>Governing Body's contact details.   |                                    |   |
| Instrument of Government   |                                    |   |
| School Local Offer   |                                    |   |
| School session times and term dates  |                                    |   |
| Information to be published  | How you can obtain the information | Cost  |
| <b>Class 2 – What we spend and how we spend it</b><br>Financial information about 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  | Hardcopy and / or website          | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| Capital funding  |                                    |   |
| Financial Audits reports   |                                    |   |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)   |                                    |   |

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|--|---|---|
| Staff pay – details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range |   |   |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members           |   |   |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.          |   |   |
| Procurement and contracts we have entered into   |   |   |
| Details of any premiums we receive such as Pupil premium.  |   |   |
| <b>Information to be published</b>   | <b>How you can obtain the information</b> | <b>Cost</b>   |
| <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.             |   |   |
| Annual Report  | Hardcopy and / or website                 | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (delete as appropriate)                |   |   |
| - Summary  |   |   |
| - Full report  |   |   |
| - Post-inspection action plan  |   |   |
| Exam and assessment results  |   |   |
| Performance tables   |   |   |
| Careers programme information  |   |   |
| The school’s future plans. E.g. proposals for and any consultation on the future of our school, such as a change in status.  |   |   |

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|--|---|---|
| School Profile and performance data supplied to the Government (or a direct link to the data)  |   |   |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant |   |   |
| <b>Information to be published</b>   | <b>How you can obtain the information</b> | <b>Cost</b>   |
| <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 and, where applicable, admission decisions (e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful)                  | Hardcopy and / or website                 | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| Agendas and minutes of meetings of the governing body and its committees unless an exemption applies to the information or parts of it.  |   |   |
| <b>Information to be published</b>   | <b>How you can obtain the information</b> | <b>Cost</b>   |
| <b>Class 5 – Our policies and procedures</b>   |   |   |
| Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.   |   |   |
| School policies and other documents, such as Behaviour Policy, Anti-bullying Policy, Online Safety, values and ethos etc.  | Hardcopy and / or website                 | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| Safeguarding and child protection, including protecting children’s personal data   |   |   |
| Equality and Diversity   |   |   |
| Policy & Procedures relating to recruitment and human resources  |   |   |
| Special educational needs  |   |   |

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|---|--|---|
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)   |  |   |
| Pay Policy  |  |   |
| Records management<br>(Information security policies, Records retention, destruction and archive policies)<br>Data Protection (including information sharing and CCTV usage policies)   |  |   |
| Charging regimes and policies   |  |   |
| <b>Information to be published</b>  | <b>How you can obtain the information</b>  | <b>Cost</b>   |
| <b>Class 6 – Lists and Registers</b>  |  |   |
| Currently maintained lists and registers only (this does not include the attendance register).  |  |   |
| Curriculum circulars and statutory instruments  | Hardcopy and / or website - some information may only be available by inspection | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| CCTV<br>Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf. For security purposes, the school will limit its response to confirming the extensive use of CCTV throughout the site. |  |   |
| Disclosure logs, i.e. information provided in response to FOIA/EIR requests   |  |   |
| Asset Register/Inventory and Information Asset Register   |  |   |
| Any information the school is currently legally required to hold in publicly available registers  |  |   |
| <b>Information to be published</b>  | <b>How you can obtain the information</b>  | <b>Cost</b>   |

| <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   | Hardcopy and / or website | Free on website or £0.06 (B&W) / £0.10 (colour) per A4 page |
| After school clubs  |                           |   |
| Services for which the school is entitled to recover a fee, together with those fees  |                           |   |
| Requests for paper copies of information.   |                           |   |
| School publications, leaflets, books and newsletters  |                           |   |

## 7. Schedule of Charges

| Type of Charge           | Description  | Basis of Charge  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying/printing @ £0.06 per A4 sheet (black & white) | Actual cost *  |
|                          | Photocopying/printing @ £0.08 per A3 sheet (black & white) | Actual cost *  |
|                          | Photocopying/printing @ £0.10 per A4 sheet (colour)        | Actual cost *  |
|                          | Photocopying/printing @ £0.12 per A3 sheet (colour)        | Actual cost *  |
|                          | Postage  | Actual cost * of Royal Mail standard 2 <sup>nd</sup> class             |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             |  |  |

\* Actual cost incurred by the school.