

Marjory Kinnon School

Freedom of Information Publication Scheme

September 2021



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This document was approved by the Resources Committee: September 2021

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/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner.

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.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.

6. Lists and registers.
7. The services we offer.

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. Making Information Available

Information will be provided on the school's 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 (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 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.

4. Charging

Charges may be made for information published under this scheme.

The purpose of this scheme is to make the greatest 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 law.

Charges for basic requests will be made to cover costs such as:

- Photocopying and printing.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.

Charges for more complicated requests will be scaled in relation to the complexity of the task.

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) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B, 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. Guide to Information Available from Marjory Kinnon School under the Model Publication Scheme

| Information to be published | How to get a copy and cost | |
|---|----------------------------|--|
| Class 1 - Who we are and what we do For example: Organisational information, staffing structures, locations and contacts. This will be current information only. | | |
| Who's who in the school | Website | Free |
| Who's who on the Governing Body and the basis of their appointment | Website | Free |
| Instrument of Government | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Contact details for the Headteacher and for the Governing Body | Website | Free |
| School Local Offer | Website | Free |
| Staffing List | Website | Free |
| School session times and term dates | Website | Free |
| Address of school and contact details, including email address | Website | Free |
| Class 2 – What we spend and how we spend it For example: Financial information relating to 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 | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Capital funding | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Additional funding (Pupil Premium, Sports Premium, Year 7 Catch-Up Premium) | Website | Free |
| Teachers Pay Policy | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |

| Information to be published | How to get copy and cost | |
|--|---|--|
| Class 3 – What our priorities are and how we are doing For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum. | | |
| School Profile - Performance data supplied to the Government - The latest Ofsted Report Full report | Hardcopy Website | £0.06 (B&W)/£0.10 (colour) per A4 page Free |
| Performance Management Policy & Procedures adopted by the Governing Body | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Progress Tracking Summary | Website | Free |
| School Development Plan | Website | Free |
| Safeguarding Policy | Website | Free |
| Class 4 – How we make decisions For example: Decision making processes and records of decisions. Current and previous three years as a minimum. | | |
| Admissions information (link to LBH website) | Website | 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). | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Class 5 – Our policies and procedures For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. | | |
| School policies including: Appraisal Policy Capability Policy e-Safety Policy Health & Safety Policy Complaints Procedure Professional Code of Conduct | Hardcopy Hardcopy Website Website Website Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page £0.06 (B&W)/£0.10 (colour) per A4 page Free Free Free £0.06 (B&W)/£0.10 (colour) per A4 page |

| Information to be published | How to get copy and cost | |
|---|--------------------------|--|
| Disciplinary Policy & Procedure | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Governors Expenses Policy | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Governors Statement of Behaviour Principles | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Grievance Policy & Procedure | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Equality & Diversity Policy | Website | Free |
| Premises Management Policy | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Staff recruitment policies | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Volunteer Policy | Website | Free |
| Pupil and curriculum policies, including: | | |
| Anti-Bullying Policy | Website | Free |
| Sex & Relationship Education Policy | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Accessibility Policy | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Collective Worship Policy | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Looked After Children Policy | Website | Free |
| Pupil Attendance Policy | Website | Free |
| Behaviour for Learning Policy | Website | Free |
| Teaching & Learning Policy | Website | Free |
| Records management and personal data policies, including: | | |
| Freedom of Information Publication Scheme | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Information security policies | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Records retention, destruction and archive policies | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Data Protection (including information sharing policies) | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Charging & Remissions Policy | Website | Free |

| Information to be published | How to get copy and cost | |
|---|--------------------------|--|
| Class 6 – Lists and Registers For example: Currently maintained lists and registers only. | | |
| Asset Register/Inventory | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Any information the school is currently legally required to hold in publicly available registers Pupil Attendance Register Register of Business Interests Register of Pupil Admissions | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| | Hardcopy | £0.06 (B&W)/£0.10 (colour) per A4 page |
| Class 7 – The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. | | |
| Extra-curricular activities | | |
| After school clubs | Website | Free |
| Services for which the school is entitled to recover a fee, together with those fees | | |
| School publications, leaflets, books and newsletters | | |

7. Schedule of Charges

| Type Of Charge | Description | Basis Of Charge |
|--------------------------|--|--|
| Disbursement cost | Photocopying/printing @ £0.06 per A4 sheet (black & white) | Actual cost * |
| | Photocopying/printing @ £0.08 per A3 sheet (black & white) | |
| | Photocopying/printing @ £0.10 per A4 sheet (colour) | Actual cost * |
| | Photocopying/printing @ £0.12 per A3 sheet (colour) | |
| | Postage | Actual cost * of Royal Mail standard 2 nd class |

* Actual cost incurred by the school.