

Marjory Kinnon School

Freedom of Information Publication Scheme

September 2018



Marjory Kinnon Freedom of Information Publication Scheme

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This document was approved by the Resources Committee: September 2018

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

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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

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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

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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.