

FREEDOM OF INFORMATION POLICY

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Purpose of document:	This document outlines the Freedom of Information Act adhered to by Ken Stimpson Community School and includes information and guidelines on procedures relating to this policy
Intended audience:	[All]
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1. INTRODUCTION: WHAT A PUBLICATION IS AND WHY IS 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 they 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.
- 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 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. ACCEPTING REQUESTS FOR INFORMATION

Section 2a

The school will only accept a request for information which meets all of the following criteria:

- It is in writing
- It states the name of the applicant and an address for correspondence
- It describes the information requested

A request will be treated as made in writing if it meets all of the following requirements:

- It is transmitted by electronic means
- It is received in legible form
- It is capable of being used for subsequent reference

The school will publish details of its procedures for dealing with requests for information on the website, which includes:

- A contact address and email address
- A telephone number
- A named individual to assist applicants with their requests
- General right of access to information held by the school

Provided that the request complies with section 2 of this policy, the school will, no later than 20 working days from receipt of the request, comply with its duty to:

- Confirm or deny to any person making a request for information to the
- school, whether it holds information of the description specified in the request.
- Provide the documentation, if the school confirms that it holds the requested information.

Section 2 b

The school **will not comply with section 2a** of this policy where:

- The school reasonably requires further information to meet a freedom of information request, has informed the applicant of this requirement, but was not subsequently supplied with that further information.
- The information 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
- A request for information is exempt under section 2 of the Freedom of Information Act 2000.
- The cost of providing the information exceeds the appropriate limit.
- The request is vexatious.
- The request is a repeated request from the same person made within 60 consecutive working days of the initial one.
- A fee notice was not honoured.
- Where information is, or is thought to be, exempt, the school will, within 20 working days, give notice to the applicant which:
 - States the fact.
 - Specifies the exemption in question.
- The information provided to the applicant will be in the format that they have requested, where possible.

Where it is not possible to provide the information in the requested format, the school will assist the applicant by discussing alternative formats in which it can be provided.

- The information provided will also be in the language in which it is held, or another language that is legally required. If the school is required to translate any information, it will do so.
- If, under relevant disability and discrimination regulations, the school is legally obliged to provide the information in other forms and formats, it will do so.

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 spilt 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 four broad topic areas:

School Prospectus:	information published in the school prospectus.
Governors' Documents:	information published in Governing Body documents.

Students and Curriculum:	information about policies that relate to students and the school curriculum.
School Policies:	information about policies that relate to the to the school in general.

4. 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 www.kscs.org.uk

Email: foi@kscs.org.uk

Telephone: 01733 765950

Fax: 01733 765951

Address: Ken Stimpson Community School, Staniland Way, Werrington, Peterborough PE4 6JT

To help us respond to your request quickly, please clearly mark any correspondence **“FREEDOM OF INFORMATION OR SUBJECT ACCESS REQUEST”**.

If the information you are seeking for is not available via the scheme and is not on our website, you can still contact the school to ask whether we have it.

5. CHARGING FEES

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 Internet Café.

The school may, within 20 working days, give an applicant who has requested information from the school, a written notice stating that a fee is to be charged for the school’s compliance.

Charges may be made for disbursements, such as the following:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information Fees charged will not exceed the total cost to the school of:
- Informing the person making the request whether we hold the information.
- Communicating the information to the person making the request.

Where a fee is to be charged, the school will not comply with **section 2** of this policy unless the requested fee is paid within a period of three months, beginning with the day on which the fees notice is given to the applicant.

The school will not take into account any costs which are attributable to the time spent by persons undertaking any of the activities mentioned above.

When calculating the 20th working day in which to respond to a freedom of information request, the period beginning the day on which the fee notice is given to the applicant and ending with the day on which the fee is received, will be considered and may mean there is a lengthier delay than the normal 20 working days.

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 then we will let you know the cost before fulfilling your request.

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion): the name, address and telephone number of the school, and the type of school.</p> <ul style="list-style-type: none"> • The names of the Principal and Chair of Governors. • Information on the school policy on admissions. • A statement of the school’s ethos and values. • Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those students. • Information about the school’s policy on providing students with special educational need. • Number of students on roll and rates of students’ authorised and unauthorised absences. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • GCSE / Vocational results in the school, locally and nationally. • A summary of GCE A / AS Level results in the school and nationally. • The number of students studying for and percentage achieving other vocational qualifications. • The destinations of school leavers. • The arrangements for visits to the school by prospective parents. • The number of places for students of normal age of entry in the preceding school year and the number of preferences expressed for those places.

Governing Body – this section sets out information published in Governing Body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school. • The category of the school. • The name of the Governing Body. • The manner in which the Governing Body is constituted. • The term of office of each category of Governors if less than four years. • The name of any Body entitled to appoint any category of Governor. • Details of any trust. • If the school has a religious character, a description of the ethos. • The date the instrument takes effect.
Minutes of meetings of the Governing Body and its Committees	<p>Agreed minutes of meetings of the Governing Body and its Committees (current and last full academic school year).</p> <p>Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.</p>

Charing and Remissions Policies	A statement of the school’s policy with respect to charges and remissions for any optional extra or board and lodgings for which charges are permitted, for example school publications, music tuition, trips.
School session times and term dates	Details of school session and dates of school terms and holidays.
Health & Safety and Risk Assessment Policies	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out these policies.
Complaints Procedure	Statement of procedures for dealing with complaints.
Performance Management of Staff	Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures.
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance.
Curriculum Circulars and Statutory Instruments	Any statutory instruments, departmental circulates and administrative memoranda sent by the Department of Education and Skills to the Principal or Governing Body relating to the curriculum.
Annex A Other documents	Annex A provides a list of other documents that are held by the school and are available on request.

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 Principal at Ken Stimpson Community School, Staniland Way, Werrington, Peterborough PE4 6JT.

If you are not satisfied with the assistance that you get or if we have not been able to respond to your request within 20 school days 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 deal with formal complaints. They can be contacted at:

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

Need help? Start a live chat or call the ICO helpline on 0303 123 1113.
Website: www.ico.org.uk

APPENDIX 1

FREEDOM OF INFORMATION SCHEME ANNEX 1

Further documents are held by the school:

Name of Document	Description
School polices	Please go to to https://www.kscs.org.uk/information/policies to view the schools' policies
Pupil premium and Catchup expenditure/ impact	Please go to to https://www.kscs.org.uk/node/342 to read information related to this category
School outcomes, surveys and other policies including SEND	Please go to to https://www.kscs.org.uk/node/342 to read information related to this category
GDPR and DPA Policy	Please go to to https://www.kscs.org.uk/information/policies/data-protection-policy to view information in this category

Freedom of information request template

Please fill in the form below to make your request. Feel free to delete the parts highlighted in yellow, which provide more instructions to help you.

Send the completed form to foi@kscs.org.uk

Name of requester	Please specify your real name or the name of the person or organisation you're requesting the information on behalf of. Please note the school can ask for further proof of identification if it is a subject access request or about your children's school records.
Contact details	This can be any postal or email address you can receive correspondence to, including personal and work addresses.
Information you want to access	Please be as specific as possible. We may return to you for further clarification if we're not clear what you're looking for.
How you want to receive the information	The means of communication here can be one or more of the following: <ul style="list-style-type: none">• A copy of the information (e.g. hard copy, electronic document)• An opportunity to come in and inspect the information• A digest or summary of the information