

## PUBLICATION POLICY

### Publication of Information available under the Freedom of Information Act 2000

#### I. Principles

- I.1. Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. In line with Section 20 of the Act, the Information Commissioner has approved a model publication scheme which has been adopted by all public authorities and is effective from 1<sup>st</sup> January 2009. A copy of this is appended to this Policy (Appendix A)
- I.2. The model publication scheme commits an authority to make information available to the public as part of its normal business activities. The classes of information currently published by Kingsbridge Community College are outlined in the Guide to Information outlined in Appendix B.
- I.3. The Governing Body delegates to the Principal the day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of this policy.

#### 2. Procedures

- 2.1. Where information is not accessible via the website, initial requests for information are made in writing on letterhead to the Principal, stating the enquirer's name and correspondence address and describing the information requested. The Principal delegates an FOI officer to provide a single point of reference, coordinate FOIA and related policies and procedures.
- 2.2. The enquirer is entitled to be told whether the school holds the information except where certain exemptions apply. The prescribed time limit for responding to requests for information is 20 days excluding school holidays.
- 2.3. A record of refusals and reasons for refusals must be retained for a period of 5 years. A Refusals Note containing the reasons for the refusal as outlined in the FOI Act must be sent to the enquirer. There are only four reasons for non-compliance with a valid request for information under FOI:
  - (i) the information is not held
  - (ii) the cost threshold is reached
  - (iii) the request is considered vexatious or repeated
  - (iv) one or more of the exemptions apply. These exemptions are outlined in the Act and are intended to protect sensitive or confidential information.
- 2.4. Information published on the College website is free of charge. However, the College has discretion to charge applicants a fee for provision of information. Details of charges are outlined in the Charging and Remissions Policy. Where a fee is charged, then the College must give the enquirer requesting the information notice in writing, the "Fees Notice", stating that a fee of the amount specified in the notice is to be charged for complying. Where a Fees Notice has been given to the enquirer, the College does not need to comply with the request unless the fee is paid within three months of the notice being received.

A list of our Policies is held on the College website and requests for copies of these can be made to the Principal's office. Single copies of all these policies are free although the College reserves the right to make a photocopying and administration charge for large requests.

- 2.7. You may contact the College as follows:

Website:	<a href="http://www.kingsbridgecollege.devon.sch.uk">www.kingsbridgecollege.devon.sch.uk</a>
E-Mail:	<a href="mailto:admin@kingsbridgecollege.devon.sch.uk">admin@kingsbridgecollege.devon.sch.uk</a>
Telephone:	01548 852641
Fax:	01548 852477

Contact address: Kingsbridge Community College  
Balkwill Road  
KINGSBRIDGE  
Devon  
TQ7 1PL

### 3. **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 Roger Pope, Principal, Kingsbridge Community College.

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: 01625 545 700

E Mail: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

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

### 4. **Review of Policy**

This policy is reviewed annually by the Strategy & Quality Committee.

**Ratified by the Strategy & Quality Committee of the Governing Body  
11<sup>th</sup> March 2010**



## **Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of Information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**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.

**The method by which information published under this scheme will be made available**

The authority 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 public authority, 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 public authority will indicate how information can be obtained by other means and provide it by those means.

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 an authority 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.

## **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 authority 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 the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

### **Written Requests**

Information held by a public authority 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.

## APPENDIX B

### Guide to Information: Classes of Information Currently Published

#### **School Prospectus**

Class	Description
School Prospectus	<ul style="list-style-type: none"> <li>• The statutory content of the College prospectus is as follows:               <ul style="list-style-type: none"> <li>• Information on arrangements for the admission of pupils with disabilities</li> <li>• Details of steps to prevent disabled pupils being treated less favourably than other pupils</li> <li>• Details of existing facilities to assist access to the school by pupils with disabilities</li> <li>• The accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with disabilities</li> <li>• Information about the implementation of the governing body's policy on pupils with special educational needs and any changes to the policy during the last year</li> </ul> </li> </ul> <p>This information was previously included in the governors' annual report.</p>

#### **Information relating to the governing body**

Class	Description
School Profile	<p>This includes sections on the school's performance, pre-populated with data supplied by the DfES, as well as narrative sections for the school to complete and will include information under the following headings:</p> <ul style="list-style-type: none"> <li>• What have been our successes this year?</li> <li>• What are we trying to improve?</li> <li>• How have our results changed over time?</li> <li>• How are we making sure that every child gets teaching to meet their individual needs?</li> <li>• How do we make sure our pupils are healthy, safe and well-supported?</li> <li>• What have we done in response to Ofsted?</li> <li>• How are we working with parents and the community?</li> </ul>
Instrument of Government	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
Governing Body	<p>A list of Governors, categories and their appointment details are available on the College website. All Governors can be contacted via the Clerk to the Governing Body who is located at Kingsbridge Community College.</p>
Minutes of meeting of the governing body and its committees	<p>Agreed minutes of meetings of the governing body and its committees for the current and last full academic school year are available from the PA to the Principal, excluding information that might be confidential or otherwise exempt from the publication by law. In addition ratified minutes of Full Governors' Meetings are published on the College website.</p>

All policies are listed on the College website and copies of these may be obtained from the Principal's office on request.

***Pupils & Curriculum Policies - This section gives access to information about policies that relate to students and the College curriculum.***

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Child Protection Policy	This policy outlines procedures by which the College safeguards and promotes the welfare of children; works together with other agencies to ensure adequate arrangements to identify, assess, and support vulnerable students.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Disability Equality Scheme	A statement outlining the fair and equal treatment of all its employees, students and any other person involved in the school community with any form of disability and ensures that disabled people are not treated less favourably in any procedures, practices and service delivery.. This also includes Gender Equality duty.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4.
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Management	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying – See Behaviour Management policy

***School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.***

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Ofsted inspection Self-Evaluation Form	A statement of the governing body's evaluation of the school's performance

Finance Policy	A policy to ensure the efficient and effective management of the College's financial systems in line with DCSF legislation and County regulations. Financial information for the current and previous two financial years is available upon request.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
Lettings Policy	A statement of the school's policy with respect to letting of College premises and associated costs
School session times and term dates	Details of school session and dates of school terms and holidays. These are published on the College website and are also included in the Parents' Letters on a regular basis.
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Appointment of staff	Statement of procedures for the appointment of staff to the College
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 head teacher 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
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the DCSF to the Principal or governing body relating to the curriculum
Admissions policy	Statement on the school's policy on admissions
Whistleblowing	The College follows Devon County Council's policy accessible at <a href="http://www.devon.gov.uk">www.devon.gov.uk</a>