

Kings Langley School



FREEDOM OF INFORMATION PUBLICATION SCHEME

Review Date: April 2018

Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an **inclusive** school community where:

- People are treated with dignity and respect
- Inequalities are challenged
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

This is Kings Langley School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it 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 Academy Schools, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme.

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; and*
- *Whether the information is available free of charge or on payment.*

The ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on the school's website or 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.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of**

Charges.

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and this publication scheme is a means of showing how we are pursuing these aims.

3. 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 <http://www.kls.herts.sch.uk/>

Email: admin@kls.herts.sch.uk

Tel: **01923 264504**

Fax: **01923 260564**

Contact Address: **Kings Langley School, Love Lane, Kings Langley, Hertfordshire, WD4 9HN**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

4. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

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 we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign.

5. Classes of Information Currently Published

Class 1 – Who we are and what we do	Description Organisational information, structures, locations and contacts This will be current information only	How the information can be obtained	Cost
Articles of Association	<ul style="list-style-type: none"> • The name of the School and Academy Trust • The manner in which the governing body is constituted • The term of office of each category of governor • The name of any body entitled to appoint any category of governor • Details of the Academy Trust 	Hard copy	
Data on School Website	<p>Statutory Requirements for School Web Sites</p> <ol style="list-style-type: none"> 1. Contact details 2. Link to Ofsted Report 3. Most recent key stage 4 results 4. Link to school performance tables 5. School curriculum information for each year group by subject, including phonics/reading schemes and key stage 4 courses/qualifications as appropriate 6. Behaviour policy 7. Pupil Premium allocation, use and impact on attainment. 8. SEN policy 9. Charging and remissions policy 10. School's ethos and values 		

Class 1 – Who we are and what we do	Description	How the information can be obtained	Cost
	Organisational information, structures, locations and contacts This will be current information only		
Governing Body	The names, and contact details of the governors should be available and the basis on which they have been appointed.	Hard Copy/Web Site	
School session times and term dates	Details of school session times and dates of school terms and holidays.	Hard Copy and/or website	
Location and contact information	The address, telephone number and website for the school together with the names of key personnel.	Hard Copy and/or website	

Class 2 - What we spend and how we spend it	Description	How the information can be obtained	Cost
	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.		
Annual budget plan and financial statements	Details of the Individual Schools Budget distributed by the Education Funding Agency and the school's annual income and expenditure returns.	Hard Copy	£
Capital funding	Details of the capital funding allocated to the school together with information on related building projects and other capital projects.	Hard Copy	£
Additional Funding	Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)	Hard Copy	£
Procurement and Contracts	Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy	£

Pay Policy	<p>The statement of the school's policy and procedures regarding teachers' pay.</p> <ul style="list-style-type: none"> • Staffing and grading structure • Governors' allowances <p>Details of allowances and expenses that can be claimed or incurred.</p>	Hard Copy	£
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Class 3- What our priorities are and how we are doing	Description	How the information can be obtained	Cost
	<p>Strategies and plans, performance indicators, audits, inspections and reviews.</p> <p><i>Current information as a minimum</i></p>		
	<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> - Government-supplied performance data - Summary of latest Ofsted report* - The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community <p>(* the full Ofsted report should also be available.)</p>	<p>Hard Copy</p> <p>Latest Ofsted report hard copy and/or website</p>	
Performance management information	<p>Performance management policy and procedures adopted by the governing body.</p>	Hard Copy	
Schools future plans	<p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p>	Hard Copy	£
Child Protection	<p>The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.</p>	Hard Copy and/or website	

Class 4 -How we make decisions	Description	How the information can be obtained	Cost
	Decision-making processes and records of decisions. Current and previous three years as a minimum.		
Admissions policy / decisions	The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.	Hard Copy	£
Minutes of meetings of the Governing body and its sub-committees	Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting	Hard Copy	

Class 5 - Our policies and procedures	Description	How the information can be obtained	Cost
	Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
School policies	This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.	Hard Copy and/or website	
Pupil and Curriculum policies	This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.	Hard Copy and/or website	
Records management	This will include information security policies, records retention, destruction and archive policies,	Hard Copy	

and personal data policies	and data protection (including data sharing) policies.		
Equality and diversity	This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Hard Copy and/or website	
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Hard Copy	
Charging regimes and policies	Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.	Hard Copy and/or website	

Class 6 - Lists and registers	Description	How the information can be obtained	Cost
	Currently maintained list and registers only		
Curriculum circulars and statutory instruments	Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Hard Copy	
Disclosure logs	If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Hard Copy	
Asset register	We would expect some information from capital asset registers to be available, if such registers are held.	Hard Copy	

	Any information the school is currently legally required to hold in publicly available registers.		
	<p>The services we offer</p> <p>Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>		
	<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees <p>Leaflets, booklets and newsletters.</p>		

Information that is available on our website at <http://www.kingslangleley.herts.sch.uk/>

6. 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 School Manager***.

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: publications@ic-foi.demon.co.uk.

Web site : www.ico.gov.uk

ANNEX A – Further documents held by the school (not applicable at present, to be added to if this alters)

Name of Document	Description