

Freedom of Information Act Publication Scheme for Katharine Lady Berkeley's School

This update: December 2018

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 school.

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

Where appropriate and possible, information will be provided on the school website or by links to external websites such as the DfE and OFSTED websites. 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, the school will indicate how the information can be accessed.

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 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 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.

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

The following table shows the methods by which information will be made available.

Freedom of Information

Guide to information available from Katharine Lady Berkeley's School under the publication scheme

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	School website	
Academy Funding Agreement	School website	
Academy Order	School website	
School staff and structure – names of key personnel	School prospectus and website	
Governing body – names, the basis of their appointment and contact details for the Chair and Clerk to the Governing Body	School prospectus and website	
School session times, term dates and holidays	School website	
Location and contact information – address, telephone number and website	School website	
Contact details for the Headteacher	School website	
School Prospectus	School website	
School Session times and term dates	School website	
GCSE results	School prospectus, DfE Compare School Performance website	
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>On request from the school</p> <p>Report for Annual Meeting.</p>	
Annual budget plan and financial statements	On request from the school	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	On request from the school	
Additional funding – Income generation schemes and other sources of funding.	On request from the school	
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.	On request from the school	
Staffing and grading structure	On request from the school	
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	School website	
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	On request from the school	

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	On request from the school	
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED reports 	DfE and OFSTED websites Links from school website	
Performance management information	On request from the school	
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	On request from the school	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	School website	
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	On request from the school	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Policy from school website. Data concerning current and previous years' admissions on request from the school.	
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	On request from the school	
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	School website	
School policies including: <ul style="list-style-type: none"> • Charging for School Activities • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Information request handling policy (within Freedom of Information policy) • Staff recruitment policies 	School website	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex and Relationships education • Special education needs and disabilities • Accessibility • Collective worship (within Religious Education policy) • Careers education • Behaviour and Discipline 	School website	

Information to be published	How the information can be obtained	Charge
Records management and personal data policies <ul style="list-style-type: none"> Information security Records retention (including destruction and archive policies) Data Protection policies 	School website	
Equality and diversity <ul style="list-style-type: none"> Single Equality scheme Accessibility Plan Policies and procedures for the recruitment of staff (details of vacancies should be included). 	School website	
Charging regimes and policies <ul style="list-style-type: none"> Charging for School Activities 	School website	
Lists and Registers Currently maintained lists and registers only	On request from the school – (some information may only be available for inspection)	
Curriculum circulars and statutory instruments	On request from the school.	
Disclosure logs	On request from the school.	
Asset register	On request from the school.	
Any information the Academy is currently legally required to hold in publicly available registers	On request from the school.	
The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	School website	
Out of school clubs	School website	
School publications	School website or on request from school	
Services for which the Academy is entitled to recover a fee, together with those fees	On request from the school	
Leaflets, booklets and newsletters	School website or on request from the school	

Approved by Full Governors: 5 December 2018