

Freedom of Information Policy

King David High School
Publication Scheme on information available under the
Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

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 maintained schools, should be clear and proactive about the 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; and*
- *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.

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.

Aims and Objectives

The school aims:

- To encourage an active partnership between staff, children, parents/guardians, governors and the community.
- To provide a warm, friendly, safe environment in which children can enjoy learning.
- To provide a moral and tolerant environment that meets the religious requirements of the School.
- To provide a broad balanced curriculum available to all children.
- To provide depth, quality and excellence in all areas of the curriculum.
- To provide the best possible equipment and resources for learning within the constraints of the school's budget allocation.
- To enable children to reach their true potential, intellectually, artistically, physically, emotionally and socially.
- To enable and encourage children to develop their confidence and self-esteem so that they can become caring and self-disciplined adults.
- To enable and encourage children to be autonomous, independent learners with an enthusiasm for exploring the world in which they live.
- To enable children to use language and number effectively.
- To enable children to succeed as individuals in a variety of ways.

- To support and actively encourage all initiatives which seek to promote liaison between other schools in the local area.
This publication scheme is a means of showing how we are pursuing these aims.

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 split into categories of information known as 'classes'.

These classes of information are as follows:

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.

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.kdhs.org.uk

Email: admin@kingdavidhigh.manchester.sch.uk

Tel: 0161 740 7248

Fax: 0161 740 0790

Contact Address: King David High School
Eaton Road
Crumpsall
Manchester
M8 5DY

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.

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.

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.

Our website is at www.kdhs.org.uk

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 address.

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

**Freedom of Information
Guide to information available from King David High 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)</p> <p>This will be current information only</p>		
Academy Funding Agreement – a link to the document on the Department for Education’s website	DfE website / School office	£10
School staff and structure – names of key personnel	Office	£10
Governing body – names and contact details of the governors and the basis of their appointment	Office / Website	£10
School session times, term dates and holidays	Office / Website	£10
Location and contact information – address, telephone number and website	Website	£10
Contact details for the Principal and the Governing Body	Website	£10
School Prospectus	Office / Website	£10
School Session times and term dates	Office	£10
GCSE results – a link to the data on the Department for Education’s website	Office / Exams Office	£10

Information to be published	How the information can be obtained	Charge
<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>		
Annual budget plan and financial statements	Office	£10
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Office	£20
Additional funding – Income generation schemes and other sources of funding.	Office	£20
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.	Office	£20
Staffing and grading structure	Office	£20
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Office	£20
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Office	£20

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>		
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Office / Website	£10
Performance management information	Office	£20
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Office	£10
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Office	£10

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Office / Website	
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Office	

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> • 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 • Information request handling policy • Staff recruitment policies 	Office	£10
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Office	£10
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	Office	£20
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	Office	£10
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	Office	£10

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Office / Website	£10
Disclosure logs		
Asset register	Office	£20
Any information the Academy is currently legally required to hold in publicly available registers	Office	£20

Information to be published	How the information can be obtained	Charge
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	Office / Website	£10
Out of school clubs	Office / Website	£10
School publications	Office / Website	£10
Services for which the Academy is entitled to recover a fee, together with those fees	Office	£10
Leaflets, booklets and newsletters	Office	£10