

The
Kingston
Academy



Freedom of Information Act Publication Scheme September 2017

Freedom of Information Act

Publication Scheme for The Kingston Academy

The Kingston Academy has adopted the publication scheme prepared and approved by the Information Commissioner for academies.

This publication scheme commits The Kingston Academy 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.

The scheme commits The Kingston Academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by The Kingston Academy and falls within the classifications below.
- To specify the information which is held by The Kingston Academy 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 Kingston Academy 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 Kingston Academy.

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 Kingston Academy 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 The Kingston Academy, information will be provided on our website. Where it is impracticable to make information available on our website, or when an individual does not wish to access the information by the website, The Kingston Academy 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 The Kingston Academy 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 Kingston Academy 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 The Kingston Academy 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. Written requests may be sent by post or email and should be headed "Freedom of Information Request" and addressed to:

By post: The Headteacher, The Kingston Academy, Richmond Road, Kingston upon Thames KT2 5PE;

By email: To the Headteacher via her PA Mrs J Free: jfree@thekingstonacademy.org

The method by which information published under this scheme will be made available is set out in the table below:

Freedom of Information

Guide to information available from The Kingston Academy under the publication scheme

How to request information under the publication scheme:

If a hard (or electronic) copy of any of the documents within the scheme is required, a request should be made to the school by letter or email, stating your name and correspondence address and describing the information required. Please clearly mark your letter or email "Publication Scheme Request". Requests will be dealt with within 20 days (excluding school holidays).

Contact details are as follows:

Email: enquiries@thekingstonacademy.org

Address: The Kingston Academy, Richmond Road, Kingston upon Thames KT2 5PE

Some information may only be available to view at The Kingston Academy, an appointment must be made with the school office in advance.

Charges made for copies of documents provided under the publication scheme:

Information which is published on our website is provided free of charge. Electronic or single copies of a document covered by this scheme are usually provided free, however charges may apply if we have to do a significant amount of scanning, photocopying or printing. If a charge is to be made, confirmation of the payment due will be given before the information is provided and payment may be requested prior to provision of the information. We also reserve the right to charge postal costs. Postage on any requests for information will be charged at cost based on current 2nd class postage rate.

Photocopying is charged at 2p per copy (black and white) and 12p per copy (colour).

Information to be published	How the information can be obtained	Charge
Who we are and what we do	(hard copy and/ or website)	

(Organisational information, structures, locations and contacts)		
This will be current information only		
Academy Funding Agreement	Website	No charge
Academy Order (if applicable)	Not applicable	
School staff and structure – names of key personnel	Website	No charge
Trust Board– names and contact details of the trusteesand the basis of their appointment	Website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Head teacher and the Trust Board	Website	No charge
School Prospectus	Website	No charge
School Session times and term dates	Website	No charge
GCSE results – a link to the data on the Department for Education’s website	Not currently applicable. The Academy opened in September 2015 with a single cohort of Year 7 pupils.	

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>	(hard copy and/ or website)	
Annual budget plan and financial statements	Audited Annual Accounts are on our website	No charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Audited Annual Accounts are on our website	No charge
Additional funding – Income generation schemes and other sources of funding.	Audited Annual Accounts are on our website	No charge
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	Photocopying and postage
Staffing and grading structure	hard copy	Photocopying and postage
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	hard copy	Photocopying and postage
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	hard copy	Photocopying and postage

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>	(hard copy and/ or website)	
<p>School profile</p> <ul style="list-style-type: none"> ● Government supplied performance data ● OFSTED report – summary and full report 	<p>Not currently applicable. The Academy opened in September 2015 with a single cohort of Year 7 pupils. Our first OFSTED inspection will take place during 2017/18</p>	
<p>Performance management information</p>	<p>hard copy</p>	<p>Photocopying and postage</p>
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>hard copy</p>	<p>Photocopying and postage</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Website</p>	<p>No charge</p>

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>	(hard copy and/ or website)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	No charge
Trust Board meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	<p>Available in school to view by appointment. Request by email to the school office enquiries@thekingstonacademy.org, or call 0208465 6200.</p> <p>Hard copy Signed Minutes of Trust Board meetings are on the website.</p>	<p>No charge</p> <p>Photocopying and postage</p>

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>	(hard copy and/ or website)	
<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 	<ul style="list-style-type: none"> ● On website ● On website/Hard copy ● On website ● On website ● Hard copy ● Hard copy ● Hard copy ● On website ● Hard copy 	<p>No Charge</p> <p>Photocopying and postage/ No charge</p> <p>No charge</p> <p>Photocopying and postage</p> <p>Photocopying and postage</p> <p>Photocopying and postage</p> <p>No charge</p> <p>Photocopying and postage</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> ● Home-school agreement 	<ul style="list-style-type: none"> ● On website 	<p>No charge</p>

<ul style="list-style-type: none"> ● Curriculum ● Sex education ● Special education needs ● Accessibility ● Race equality ● Collective worship ● Careers education ● Pupil discipline 	<ul style="list-style-type: none"> ● On website ● On website ● On website ● On website ● On website (See Equalities Statement) ● Hard copy ● Hard copy ● On website 	<p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>No charge</p> <p>Photocopying and postage</p> <p>Photocopying and postage</p> <p>No charge</p>
<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 	<p>Hard copies</p> <p>On website</p>	<p>Photocopying and postage</p> <p>No charge</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> ● Policies and procedures for the recruitment of staff – details of vacancies should be included 	<p>On website</p>	<p>No charge</p>
<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</p>	<p>On website</p>	<p>No charge</p>

should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.		
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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	Hard copies	Photocopying and postage
Disclosure logs	Available in school to view by appointment. Request by email to the school office enquiries@thekingstonacademy.org , or call 0208465 6200. Hard copies	No charge Photocopying and postage
Asset register	Hard copies	Photocopying and postage
Any information the Academy is currently legally required to hold in publicly available registers	Available in school to view by appointment. Request by email to the school office enquiries@thekingstonacademy.org , or call 0208465 6200. Hard copies	No charge Photocopying and postage

Information to be published	How the information can be obtained	Charge
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Website	No charge
Out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the Academy is entitled to recover a fee, together with those fees	Website, see Charging Policy	No charge
Leaflets, booklets and newsletters	Website	No charge

This Scheme will be reviewed by the board of trustees at least every three years.

Approved and adopted 6 September 2017. Next review due: September 2020