



Knaphill Federation of Schools

**DFE 2274 Knaphill School &
DFE 2406 The Knaphill Lower School**

Policy: Freedom of Information Policy	
Governors' Committee Responsible: Resources	
Policy Originator: D Parker	Review Period: 3 Years
Status: Statutory	Next review Date: November 2022

This publication scheme has been prepared using the model from The Information Commissioner and 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.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website https://www.kfos.co.uk/</p>	<p>FOC</p>
<p>Who's who in the schools</p>	<p>website and on notice boards in main reception area.</p>	<p>FOC</p>
<p>Who's who on the Governing Board and the basis of their appointment</p>	<p>Website and on notice board in reception</p>	<p>FOC</p>
<p>Instrument of Government</p>	<p>Website</p>	<p>FOC</p>
<p>Contact details for the Federation Head teacher and for the Governing Board (named contacts where possible with telephone number and email address (if used))</p>	<p>School contact information on website</p>	<p>FOC</p>
<p>School prospectus</p>	<p>website</p>	<p>FOC</p>
<p>Annual Report</p>	<p>N/a</p>	<p>n/a</p>
<p>Staffing structure</p>	<p>website</p>	<p>FOC</p>
<p>School session times and term dates</p>	<p>website</p>	<p>FOC</p>

<p>Class 2 – 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>Current and previous financial year as a minimum</p>	<p>* Information is available: By inspection with a prior appointment at the School office</p>	
<p>Annual budget plan and financial statements</p>	<p>*</p>	
<p>Capitalised funding</p>	<p>*</p>	
<p>Additional funding</p>	<p>*</p>	
<p>Procurement and projects</p>	<p>*</p>	
<p>Pay policy</p>	<p>*</p>	
<p>Staffing and grading structure</p>	<p>*</p>	
<p>Governors' allowances</p>	<p>*</p>	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	<p>* Information is available: By inspection with a prior appointment at the School office</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted reports <ul style="list-style-type: none"> - Summary - Full report 	<p>*</p> <p>Website</p>	<p>FOC</p>

Performance management policy and procedures adopted by the Governing Board.	*	
Schools future plans	*	
EYFS Statutory Framework and National curriculum (KS1/KS2)	Dept for Education Website https://www.gov.uk/	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	* Information is available: By inspection with a prior appointment at the School office	
Admissions policy/decisions (not individual admission decisions)	Website	FOC
Agendas of meetings of the Governing Board and (if held) its sub-committees	*	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	*	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	* Information is available: By inspection with a prior appointment at the School office	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan 	Information is available: By inspection with a prior appointment at the School office (*if not on the school website under Parents / policies)	

<ul style="list-style-type: none"> • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • SEND • Accessibility • Race equality • Collective worship • Behaviour 	Information is available: By inspection with a prior appointment at the School office (*if not on the school website under Parents / policies)	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website	FOC
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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.</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	* Information is available: By inspection with a prior appointment at the School office	
Curriculum circulars and statutory instruments	*	Cost of admin staff dependant on time spent

Disclosure logs	*	Cost of admin staff dependant on time spent
Asset register	*	Cost of admin staff dependant on time spent
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	*	Cost of admin staff dependant on time spent
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	* Information is available: By inspection with a prior appointment at the School office	
Extra-curricular activities	Website	FOC
Out of school clubs	Website	FOC
School publications	*	
Services for which the school is entitled to recover a fee, together with those fees	*	
Leaflets books and newsletters	Website	FOC
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

None		
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Contact details: D Parker Federation Business Manager Tel: 01483 888899 /473282

Email: d.parker@kfos.co.uk SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing 10p per sheet (black & white only)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other – Staffing Costs	Time spent with staff member when inspecting documents, charged per hour dependant on staff member's salary	Actual Cost (includes on costs)*

* the actual cost incurred by the public authority

** As a school committed to reducing our CO2 emission and our environmental impact, we avoid printing and photocopying wherever possible. Photocopying is available @ 10p per sheet in black and white only. All policies can be inspected by prior arrangement. Inspections can be arranged but should requested in writing, addressed to the Federation Headteacher, detailing which policies need to be reviewed. An appointment will then be made. Individual requests aim to be answered within 21 working days.