



Kings Langley School

Unlocking Potential for Life

Freedom of Information Publication Scheme

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Rationale

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

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.

1. Introduction

- 1.1** The Freedom of Information Act (FOIA) 2000, which came fully into force on 1st January 2005, provides public access to information held by public authorities, which includes maintained schools and academies. It does this in two ways:
- Under Section 19 of the Act, public authorities are obliged to publish certain information about their activities, in the form of an approved publication scheme.
 - Members of the public are entitled to request information from public authorities, subject to certain exemptions, to be supplied within twenty working days.
- 1.2** Any request for "environmental information" is required to be answered in accordance with the Environmental Information Regulations (EIR) 2004 rather than the FOIA.
- 1.3** Further information on these acts can be found here:
- [Freedom of Information](#)
 - [Environmental Information Regulations](#)
- 1.4** The FOIA does not apply to personal data as this is covered by the Data Protection Act (DPA) 2018. Access to personal data should be made via a Subject Access Request and not a Freedom of Information Request.

2. Policy Statement and Objectives

2.1 Kings Langley School is committed to the principles of accountability, transparency and the general right of access to information, subject to legal exemptions. We will make every effort to meet our obligations under the respective legislation, and this policy outlines how we manage our obligations for complying with the FOIA.

2.2 We have produced a publication scheme which sets out:

- the classes of information which we publish or intend to publish;
- the manner in which information is to be published, for example, online or in hard copy; and
- whether there is any charge for the information.

2.3 The publication scheme conforms to the [model scheme](#) for schools and academies published by the Information Commissioner's Office (ICO) in October 2021 and can be found in the on pages 8-12 of this document.

2.4 The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either published on our website or available on request as hard copy or electronically.

2.5 The ICO would expect us to make the information in the publication scheme available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or EIR exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website;

- 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.

3. Making a request for information under the publication scheme

3.1 If a requester needs a hard copy of any of the documents within the scheme, they should contact the school by telephone, email or letter, giving clear details of the information requested. In order to help us process the request more quickly, we recommend clearly marking any correspondence “PUBLICATION SCHEME REQUEST”.

Contact details are set out below as well as on our website at: <http://www.kls.herts.sch.uk>

Email: admin@kls.herts.sch.uk

Tel: **01923 264504**

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

3.2 Information published on our website is free. However, if the 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, then we will inform the requester of the cost before fulfilling the request.

4. Making a request for information under the Freedom of Information Act

4.1 If the required information is not available via our publication scheme, then a Freedom of Information (FOI) request is required. This must be in writing and must contain the requestor’s name and contact details (either postal address or email address) as well as sufficient details to enable us to identify and locate the required information.

4.2 We are entitled to ask for more detail, if needed, to enable us to identify and locate the information sought. We will contact the requester as soon as possible and, as far as reasonably practicable, provide assistance to them to enable them to describe more clearly the information requested. Such assistance might include:

- providing an outline of the different kinds of information which might meet the terms of the request;
- providing access to detailed catalogues and indexes, where these are available, to help the applicant ascertain the nature and extent of the information held by us; or
- providing a general response to the request setting out options for further information which could be provided on request.

4.3 All FOI requests must be responded to by us within 20 school days or 60 working days (whichever is shorter) from receipt of a valid request. However, where further clarification has been asked for, the time for compliance will not begin until we have received the necessary information to allow us to answer the request.

4.4 Provided all requirements are met for a valid request to be made, we will provide the information that we hold (unless an exemption applies). If the information is held by another public authority, such as the Local Authority, we may transfer the request to them. We will continue to answer any parts of the enquiry in respect of information that we do hold.

4.5 Where we do not hold the information, we are not required to create or acquire it in order to answer the enquiry, although we must carry out a reasonable search to determine if this is the case.

4.6 A fee can be charged for providing information for an FOI request, which takes account of the staff costs and time for locating and retrieving the information, and whether this exceeds the threshold for complying with the request. The threshold is currently £450 with staff costs calculated at a fixed rate of £25 per hour (therefore 18 hours’ work is required before the threshold is reached).

4.7 If a request would cost more than the threshold, then we are entitled to turn the request down, to answer and charge a fee, or answer and waive the fee.

4.8 If a request would cost less than the threshold, then we can only charge for the cost of informing the requester whether the information is held, and communicating the information to the requester (e.g. photocopying, printing and postage costs).

4.9 Where a fee is applicable under the legislation, we will advise the requester as promptly as possible. If they indicate that they are not prepared to pay the fee, we will consider whether there is any information that may be of interest to them that is available free of charge.

5. Exemptions

5.1 The presumption of the FOIA is that we should disclose information unless the Act provides a specific reason to withhold it. However, the Act also recognises the need to preserve confidentiality and protect sensitive material under certain circumstances.

5.2 We may refuse all or part of a request, if one of the following applies:

- there is an exemption to disclosure within the FOIA;
- the information sought is not held;
- the request is considered vexatious or repeated; or
- the cost of compliance exceeds the threshold.

5.3 A series of exemptions are set out in the Act which allow the withholding of information in relation to a request. Some are very specialised in their application and would not usually be relevant to us. There are two general categories of exemptions:-

5.3.1 Absolute: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest. Applicable exemptions are:

- information accessible to the requester by other means (for example by way of our publication scheme);
- national security/court records;
- personal information; or
- information provided in confidence.

5.3.2 Qualified: where, even if an exemption applies, there is a duty to consider the public interest test by considering if the public interest in applying the exemption outweighs the public interest in disclosing it. Applicable exemptions are:

- information requested is intended for future publication;
- reasons of national security;
- government/international relations;
- release of the information is likely to prejudice any actual or potential legal action or formal investigation;
- law enforcement (i.e. if disclosure would prejudice the prevention or detection of crime, the prosecution of offenders or the administration of justice);
- release of the information would prejudice our ability to carry out an effective audit of our accounts, resources and functions;
- for health and safety purposes;
- information requested is subject to legal professional privilege; or
- for "commercial interest" reasons;
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6. Refusing to respond to a request

6.1 If it is decided to refuse a request, we will send a refusals notice, which must contain:

- the fact that we cannot provide the information asked for;
- which exemptions apply (where applicable);
- why the exemptions apply to this enquiry (if it is not self-evident);
- reasons for refusal; and
- details of how to complain;

6.2 We will maintain a register of requests where we have refused to supply information, and the reasons for the refusal.

7. Complaints

7.1 We provide a right of complaint to all requesters in the event they are dissatisfied with the handling of their request. Any such complaints should be directed to our DPO Diane Bell at admin@kls.herts.sch.uk, who will make an independent assessment of the case.

7.2 If the requester remains dissatisfied then they can contact the ICO either via their helpline number 0303 123 1113 or via their [website](#).

8. Policy Review

8.1 This policy is reviewed annually with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.

9. Classes of Information Currently Published

Class 1 – Who we are and what we do	Description	How the information can be obtained	Cost
Articles of Association	Organisational information, structures, locations and contacts This will be current information only <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 anybody entitled to appoint any category of governor • Details of the Academy Trust 	Hard copy Website	£
Data on School Website	Statutory Requirements for School Web Sites <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, 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 	Hard copy Website	£

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
Governing Body	The names, and contact details of the governors should be available and the basis on which they have been appointed.	Hard Copy Website	£
School session times and term dates	Details of school session times and dates of school terms and holidays.	Hard Copy Website	£
Location and contact information	The address, telephone number and website for the school together with the names of key personnel.	Hard Copy Website	£
Class 2 - What we spend and how we spend it	Description Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.	How the information can be obtained	Cost
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	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	The statement of the school's policy and procedures regarding teachers' pay. <ul style="list-style-type: none"> • Staffing and grading structure • Governors' allowances Details of allowances and expenses that can be claimed or incurred.	Hard Copy	£

Class 3- What our priorities are and how we are doing	Description Strategies and plans, performance indicators, audits, inspections and reviews. <i>Current information as a minimum</i>	How the information can be obtained	Cost
	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. <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 – Performance tables – Exam and assessment results (* the full Ofsted report should also be available.)	Hard Copy Latest Ofsted report website	£
Careers Information	Careers programme information	Web Site	
Performance management information	Performance management policy and procedures adopted by the governing body.	Hard Copy	£
Schools future plans	Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Hard Copy	£
Child Protection	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.	Hard Copy Website	£

Class 4 -How we make decisions	Description Decision-making processes and records of decisions. Current and previous three years as a minimum.	How the information can be obtained	Cost
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 Website	£
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 Website	£

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 Website	£
Pupil and Curriculum policies	This will include such policies as safeguarding, child protection, home-school agreement, curriculum, sex education, special educational needs, accessibility, equality and diversity, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.	Hard Copy Website	£
Records management and personal data policies	This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies, CCTV policy.	Hard Copy Website	£
Equality and diversity	This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Hard Copy 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 Website	£
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 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. Any information the school is currently legally required to hold in publicly available registers.	Hard Copy	£
Class 7 – The services we offer	The services we offer		
	Information about the services the school provides including leaflets, guidance and newsletters. Current information only.	Hard Copy Website	£
	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: <ul style="list-style-type: none"> • Extra-curricular activities 	Hard Copy Website	£

	<ul style="list-style-type: none"> • Out of school clubs • Services for which the school is entitled to recover a fee, together with those fees • Requests for paper copies of information • Our publications, leaflets, booklets and newsletters. • <i>Information that is available on our website at http://www.kls.herts.sch.uk</i> 		
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10. Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 2p per sheet (black & white)	Actual cost incurred
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation