

FREEDOM OF INFORMATION POLICY for Katherine Semar Infant and Junior Schools

Ratified by Finance & Personnel Committee on 5th June 2017

Last Review : Autumn 2023

Next Review: Autumn 2024

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Katherine Semar Schools 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 schools.

The scheme commits Katherine Semar Schools:

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

2. Classes of information

2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The classes of information will not include:

- Information the disclosure of which is prevented by Data Protection 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.

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

The Katherine Semar Schools 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 Katherine Semar Schools , information will be provided on our 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, we 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.

4. A statutory list of information we provide on our website.

1. Contact details
2. Admission arrangements or where they may be found (community and voluntary controlled schools only)
3. Link to Ofsted Report
4. Most recent key stage 2 results
5. Most recent key stage 4 results
6. Link to school performance tables on www.education.gov.uk

7. School curriculum information for each year group by subject, including phonics/reading schemes and key stage 4 courses/qualifications as appropriate
8. Behaviour policy
9. Pupil Premium allocation, use and impact on attainment. For advice on how to report this information, please see: [Pupil Premium - Accountability](#)
10. SEN policy
11. Charging and remissions policy
12. School's ethos and values

The governing body is responsible for:

- Ensuring that the information above is published on the school website – or arranging for the information to be displayed on a website, and the address/details made known to parents
- Providing a paper copy of the information published on the website, without charge, to parents on request
- Making sure that the information is updated as soon as is reasonably practicable following a change to that information and, in any event, at least annually

5. 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 school 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.

5. 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.

6. Contact details

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.katherinesemar.co.uk

Email: admin-inf@katherinesemar.net (infant school) or
admin-jun@katherinesemar.net (junior school)

Tel: 01799 521720 or 01799 521120

Contact Address: Katherine Semar Infant and Junior school,
Ross Close, Saffron Walden, ESSEX, CB11 4DU

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.

7. 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 head teacher

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 or

Enquiry/Information Line: 01625 545 700 E

Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Note: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice