

Produced By:	DHT
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## Publication Scheme on information available under The Freedom of Information Act 2000

*The Management Committee is responsible for maintenance of this scheme.*

### **1. 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 Information Commissioner's Office (ICO) expects schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off in paper form.

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 ICO.

We endeavour to make as much information as possible available on line. The classes below provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Centre does not charge for information which is accessed on our website. However, we may pass on the costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services as set out in section 5 below.

## **2. Categories of information currently published**

### *Who are we and what we do*

Organisation 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 full list of information published and its availability is contained in Appendix 1.

## **3. How to request information**

If you require a paper version of any of the documents in the scheme, please contact the Senior Administrative Officer by telephone, email or letter. Contact details are set out below, or you can visit our website at [www.thekeyeducationcentre.co.uk](http://www.thekeyeducationcentre.co.uk)

Email: [e.bolan@thekey.hants.sch.uk](mailto:e.bolan@thekey.hants.sch.uk)  
Tel: 02392 528653  
Address: The Key Education Centre  
Tukes Avenue  
Gosport  
Hampshire PO13 0SG

To help us process your request quickly, please clearly mark any correspondence "Publication Scheme Request". We aim to provide the requested information within 10 working days.

If the information you are looking for is not available via the scheme or on our website you can still contact the Administrative Officer to ask if we have it.

## **4. Paying for Information**

Information published on our website is free, although you may incur costs from your internet services provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in

Annex . If your request means that we have to do a lot of photocopying or printing, pay a large postage charge, or it is for a priced item such as some printed publications or media files we will let you know the cost before fulfilling your request.

## **5. 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 Headteacher.

If you are not satisfied with the assistance that you receive, or if we have not been able to resolve your complaint, and you feel that a formal complaint needs to be made, then this would 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: 0303 123 1113  
Email: [registration@ico.org.uk](mailto:registration@ico.org.uk)  
Website: <https://ico.org.uk>

## Guide to information available from The Key Education Centre under the Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b>		
Who's who in the Centre	Hard copy	No charge
Management Committee, basis of their appointment and method of contact.	School website	Free
Articles of Association	School website	Free
School Prospectus	School website	Free
School session times and term dates	School website	Free
Location and key contact information	School website	Free
<b>Class 2: What we spend and how we spend it</b>		
Annual Budget plan	Hard copy	See charges
Audited financial statements	School website	Free
Capital funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and contracts	Hard copy	See charges
Pay Policy	Hard copy	See charges
Staffing and grading structure	Hard copy	See charges
<b>Class 3: What our priorities are and how we are doing</b>		
Government supplied performance data	Hard copy	See charges
Latest Ofsted report, including full report	School website	Free
Performance management policy and procedures adopted by Management Committee	School website	Free
Safeguard and Child Protection	School website	Free

<b>Class 4: How we make decisions</b>		
Admissions Policy	School website	Free
Minutes of meetings of the Management Committee	Hard copy	See charges
Management Committee terms of reference	Hard copy	See charges
<b>Class 5: Our policies and decisions</b>		
School policies	School website	Free
Pupil and curriculum policies	School website	Free
Record management and personal data policies	School website	Free
Equity and Diversity	School website	Free
Policies and procedures for staff recruitment	Hard copy	See charges
Charging regimes and policies	School website	Free
<b>Class 6: List and Registers</b>		
Curriculum circulars and statutory instruments	Department of Education website	
<b>Class 7: The services we offer</b>		
School publications	School website	Free
Services for which the school is entitled to recover a fee, together with those fees	School website	Free
Extra-curricular activities and after school clubs	School website	Free
Leaflets and newsletters	School website	Free

## Schedule of Charges

Types of Charges	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 5p per sheet (black and white)	Actual cost
	Photocopying/printing at 15p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail
Standard 2 <sup>nd</sup> class	<b>Statutory Fee</b>	In accordance with the relevant legislation

## Pay for Information

Information published on the school website is free. Single hard copies of information covered by this publication, and available on the website copies are free unless stated otherwise.

However, there may be a charge if the request:

- requires a lot of printing or photocopying
- incurs a large postage charge
- requires a priced item e.g. some printed publication or vide

In such instances, you will be notified in advance.