



LOCATION : SCHOOL HANDBOOK, SECTION 1, DOCUMENT 5

FREEDOM OF INFORMATION POLICY

Freedom of Information Publication Scheme (Appendix A)

Related to information available under the Freedom of Information Act 2000

The Governing Body is responsible for the maintenance of this scheme.

1. Introduction

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 Community and Foundation schools, should be clear and proactive about the information they will make public.

To do this we have produced 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 scheme covers information already published and information that may be published in the future. All information in the school's publication scheme is either available for you on our website to download and print off or available in hard copy, paper form on request.

Some of the information held by the school may not be made public, for example personal or specifically confidential information exempted from publication. Abbey Court's Publication Scheme (Appendix A) conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims & Objectives

Abbey Court School is dedicated to providing a positive and stimulating environment that enables pupil with severe learning difficulties to find way in which they can learn rather than reasons that they can't.

The Aims and Values of Abbey Court School are:

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence

- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use that knowledge to encourage them to “have a go” for themselves.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements, thus enabling a positive impact on parents, the local community and the pupils themselves.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- Do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information, to the benefit of our pupils through mutually supportive relationships with parents, specialists and outside agencies.
- Through self-evaluation methodologies, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field.

3. Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are described within the Publication Scheme in Appendix A.

4. How to Request Information

You can visit our website at www.abbeycourt@medway.sch.uk

If you require a paper version of any of the documents within the Publication Scheme, please contact the school by telephone, email or letter.

Contact details are set out below:

Email: **office@abbeycourt.medway.sch.uk**

Tel: **01634 338220**

Fax: **01634 338221**

Contact Address: **Abbey Court School, Rede Court Road, Strood, Rochester, Kent ME2 3SP**

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you are looking for is not available via the Publication

Scheme and is not on our website, you can still contact the school to ask if we have it.

Information held by the school 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.

5. Feedback and Complaints

We welcome any comments or suggestions you may have about the Policy or The Publication Scheme. If you want to make any comments about the Publication Scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to **Abbey Court School, Rede Court Road, Strood, Rochester, Kent ME2 3SP**.

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
Enquiry/Information Line: 0303 123 1113

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

Website : www.informationcommissioner.gov.uk

Updated against Information Commissioner’s Office, “Definition Document for the Governing Bodies of Maintained Schools”, Version 3 20130822. October 2017.

K Joy

February 2005

May 2007

Spring 2009

April 2011

March 2013

February 2015

Revision October 2017

Revision October 2019

APPENDIX A

Abbey Court School – Freedom of Information Act Publication Scheme

This publication scheme commits Abbey Court School 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

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

This scheme clearly describes to the public what information is covered by this and how it can be obtained.

Where it is within the capability of the school, 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, we will take all reasonable steps to provide the information in a suitable alternative format.

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 school 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 that May be Made for Information

Published Under the Scheme

Information published on our website is free, although you may incur costs from your Internet service 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 policy are provided free unless indicated otherwise within the Publication Scheme. If your 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 we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the right-hand column within the table below. You may be required to pay these costs before the information is provided.

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. Charges will be made at cost and will include administrative staff costs, copying, postage and any other costs incurred.

Material which is published and accessed on our website will be provided free of charge. Charges may be made for information subject to the charging regime specified by Parliament. Charges may be made for actual disbursements incurred:

- 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.

The Publication Scheme

Information published	How the information can be obtained	Charge
Who we are and what we do:		
Formation and type of school	website	-
Instrument of Governance	website	-
School staff, structure & information Names of key personnel	website	-
Governing body – names and contact details of the governors and the basis of their appointment. Clerk to the Governors contact point.	website	-
School session times, term dates and holidays	website	-
Number of pupils on roll and absence rates	website	-
Location and all school contact information – address, telephone number.	website	-
Contact details for the Headteacher and the Governing Body	website	-
All statutory content of the School Prospectus	website	-
School Session times and term dates	website	-
Accredited courses and results (where applicable)	website	-
What we spend and how we spend it:		
Annual budget plan and financial statements	hard copy on request	£
Capital funding – details of capital funding allocated to the school	hard copy	£
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 large contracts that have gone through a formal tendering process.	hard copy	£
School staffing structure	website	-
Staff development policy	website	-
The School's Pay Policy – a statement of the school's policy on procedures regarding teachers' pay.	website	-
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	hard copy	£
What our priorities are and how we are performing:		
Strategies and plans, performance indicators, audits, inspections and reviews. Current information.	website	-
OFSTED report – summary and full report Action Plan following the last OFSTED inspection	website	-
Performance management information	policy on website	-
School's future plans – any major proposals on safeguarding and promoting the welfare of children.	website	-
Child protection – our policies and procedures on safeguarding and	policy on website	-

promoting the welfare of children.		
Staff, pupils and premises security statement	website	-
How we make strategic and critical decisions (Decision making processes and records of decisions) Current and previous three years	hard copy and/ or website	£
Admissions policy - arrangements and procedures and right of appeal.	policy on website	-
Governing Body meeting agendas, papers and minutes (current and last full academic year). Information that is properly considered to be private or confidential will be excluded.	website/hard copy	£
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information.	website	-
School policies including:		
Charging and remissions policy Health and Safety and risk assessment Complaints procedure Staff conduct policy Staff discipline and grievance Pay policy Staffing structure implementation plan Information request handling policy Recruitment and Selection (including DBS)	website	-
Pupil and Curriculum policies, including:		
Home-school agreement Curriculum (Teaching & Learning) Sex education Special Education Needs Accessibility Race equality Collective worship Careers education Pupil behaviour and discipline	website	-
Records management, retention and personal data policies Information security	website	-
Destruction and archive policies Data Protection (+ GDPR) policy	website	-
Equality Policy (other policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff Details of vacancies	website	-
Charging regimes and policies including details of any statutory charging regimes.	website	-
Lists and Registers Currently maintained lists and registers only	hard copy some information may only be available for inspection	£
Curriculum circulars	hard copy	£
Statutory instruments (specific to school)	hard copy	£
FOI information disclosure register	hard copy	£
Asset register	available for inspection or reference	£
Any information the school is currently legally required to hold in publicly available registers	hard copy or inspection/reference	£

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	-
Extra-curricular activities	website	-
Out of school clubs	website	-
School publications	most are reproduced on our website	-
Services for which the school is entitled to recover a fee, together with those fees	website (where this occurs)	-
Leaflets, booklets and newsletters	website	-
Other documents held by the school that are available on request: Internet Policy Consultation Process Freedom of Information Policy Aims and Values Bereavement Policy Complaints Procedure Healthcare Policy Health & Safety Policy	hard copy on request	£

Our website is at www.abbeycourt.medway.sch.uk