



Kingston Community School

Grace, love & fellowship

Freedom of Information Policy

Chapel St Community Schools Trust Freedom of Information Publication Scheme

Approved	May 2017		
Review Date	May 2020		
Signed (Interim Head Teacher)		Name	Devinder Riat
Signed (Chair of Local Governing Body)		Name	
Signed (Company Secretary)		Name	

The Local Governing Body is responsible for maintenance of this scheme, which was approved on September 2017.

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

This publication scheme commits Kingston Community School to make information available to the public as part of its normal business activities in accordance with FOIA 2000. The information covered is included in the classes of information mentioned below, where this information is held by Kingston Community School.

The scheme commits Kingston Community School:

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

2. Classes of information

LAB (Local Academy Board) Documents – information published in the School Prospectus, School website and in other LAB documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.

School Policies and other information related to the school - information about policies that relate to the school in general.

The classes of information do not 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.

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

Kingston Community School 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 Kingston Community School 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. 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 information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below. **[or you can visit our website at www.Kingstoncommunityschool.com]**

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

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.

Contact details:

The Headteacher
Kingston Community School
204 Acre Road
Kingston upon Thames
KT2 6EU

Email: office@kingstoncommunityschool.com