



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**



**KING EDWARD VI  
KING'S NORTON  
SCHOOL FOR BOYS**

## Freedom of Information Publication Scheme

<i>Committee</i>	LGB
<i>Policy Type</i>	School Policy
<i>Policy Owner</i>	A Griffiths
<i>Statutory</i>	No
<i>Publish Online</i>	No
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## **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 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 or available in paper form.

Some information which we hold may not be made public, for example personal information.

## **2. Aims and Objectives**

The aims of our school are clearly set out in other policy documentation; set out in the School Prospectus and on the school website and the Governors and staff work together to pursue those aims. This publication scheme is intended as a means of showing, where required, how we are pursuing these aims.

## **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 contained in section 6 of this scheme.

## **4. How to request information.**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below.

Email: [enquiry@knbs.co.uk](mailto:enquiry@knbs.co.uk) Tel: 0121 628 0010 Contact Address:

King Edward VI King's Norton School for Boys, Northfield Road, Birmingham B30 1DY

Or you can visit our website at [www.knbs.co.uk](http://www.knbs.co.uk)

To help us process your request quickly, please clearly mark any correspondence (including emails with "PUBLICATION SCHEME REQUEST" (in CAPITALS please)

Please note that if this is not done, then your email may not be identified as an information request and this may lead to a delay in the request being met.

If the information request is made during a time outside of school hours or during school holidays, we will try to acknowledge the request as soon as practicable, but be aware that there may be a delay in the information being provided.

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.

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of individual pieces of information covered by this publication are generally provided free unless we inform you otherwise. If your request means that we are required to carry out a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or DVDs we will let you know the cost before fulfilling your request.

## 6. Classes of Information.

### **Class 1 – Who we are and what we do:**

Organisational information, structures, locations and contacts.

Information in this class will be current information only.

- **Instrument of government or articles of association – School website / printed copies 15p per sheet (+ Postage and packaging.)**
- **School prospectus and curriculum School website / hard copies available on request**  
The contents of the school prospectus. An outline of the school curriculum.
- **Governing body – School website / printed copies 15p per sheet (+ Postage and packaging.)**  
the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school.
- **Information about and duties of the governors - School website / printed copies 15p per sheet (+ Postage and packaging.)**  
information of governing body in accordance with the relevant statutory guidance.
- **School session times and term dates - School website / printed copies 15p per sheet (+ Postage and packaging.)**  
details of school session times and dates of school terms and holidays.
- **Location and contact information - School website / printed copies 15p per sheet (+ Postage and packaging.)**  
address, telephone number, email and website address for the school, together with the names of key personnel, and how they may be contacted via the school.

Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

available the financial information for the current and previous two financial years.

- **Annual budget plan and financial statements – Available on request / printed copies 15p per sheet (+postage and packaging)**  
details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan.
- **Expenditures - Available on request / printed copies 15p per sheet (+postage and packaging)**  
details of items of expenditure over £5,000, including costs, supplier and transaction information.
- **Capital funding - Available on request / printed copies 15p per sheet (+postage and packaging)**  
information on major plans for capital expenditure, details of the capital funding allocated, together with information on related building projects and other capital projects.
- **Financial audit reports - Available on request / printed copies 15p per sheet (+postage and packaging)**
- **Procurement and contracts - Available on request / printed copies 15p per sheet (+postage and packaging)**  
Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.
- **Staff allowances and expenses - Available on request / printed copies 15p per sheet (+postage and packaging)**  
details of the allowances and expenses that can be incurred or claimed.
- **Staff pay and grading structures - Available on request / printed copies 15p per sheet (+postage and packaging)**
- **Governors' allowances - Available on request / printed copies 15p per sheet (+postage and packaging)**  
Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.
- **Premiums or other forms of financial support available – School website / printed copies 15p per sheet (+postage and packaging)**  
details of any pupil premium funding you receive and how it was spent.
- **TU facility time reporting - Available on request / printed copies 15p per sheet (+postage and packaging)**

**Class 3 – What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

- **Performance data supplied to the government – printed copies 15p per sheet (+postage and packaging)**
- **Latest Ofsted report – School website / printed copies 15p per sheet (+postage and packaging)**
- **Performance management information – Available on request / printed copies 15p per sheet (+postage and packaging)**  
Performance management policy and procedures.
- **Future plans – School website / printed copies 15p per sheet (+postage and packaging)**  
Any major proposals on future plans involving, for example a consultation on a change in school status.
- **Exam and assessment results - School website / printed copies 15p per sheet (+postage and packaging)**
- **Performance tables - School website / printed copies 15p per sheet (+postage and packaging)**

**Class 4 – How we make decisions.**

Decision-making processes and records of decisions.

information in this class available for at least the current and previous three years.

- **Admissions policy and decisions - School website / printed copies 15p per sheet (+postage and packaging)**
- **Minutes of meetings of the governing body and its committee - Available on request / printed copies 15p per sheet (+postage and packaging)**  
minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it

**Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

Information in this class to be current only

- **School policies and other documents – Available on request / School website / printed copies 15p per sheet (+postage and packaging)**  
Policies published on school website as recommended by the DfE, further policies are available upon request.
- **Records management, personal data and access to information policies - Available on request / School website / printed copies 15p per sheet (+postage and packaging)**

Data protection, data sharing agreement and CCTV policy.

- **Equality and diversity - Available on request / School website / printed copies 15p per sheet (+postage and packaging)**  
policy, scheme, statements, procedures, and guidelines relating to our commitment to the promotion and advancement of equal opportunities
- **Safeguarding and child protection - School website / printed copies 15p per sheet (+postage and packaging)**  
policies and procedures put in place to ensure that we exercise our functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.
- **Pay policy - Available on request / printed copies 15p per sheet (+postage and packaging)**
- **Health and Safety Policy - Available on request / printed copies 15p per sheet (+postage and packaging)**
- **Policies and procedures for human resources and the recruitment of staff - Available on request / printed copies 15p per sheet (+postage and packaging)**
- **Careers programme information – School website / printed copies 15p per sheet (+postage and packaging)**
- **Complaints procedures, including for dealing with parental complaints – School website / printed copies 15p per sheet (+postage and packaging)**
- **Charging regimes and policies – School website / printed copies 15p per sheet (+postage and packaging)**

#### **Class 6 – Lists and Registers**

Information to be in currently maintained lists and registers only.

- **Curriculum circulars and statutory instruments - Available on request / printed copies 15p per sheet (+postage and packaging)**  
Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.
- **CCTV - Available on request / printed copies 15p per sheet (+postage and packaging)**  
Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf
- **Disclosure logs- Available on request / printed copies 15p per sheet (+postage and packaging)**  
produce a disclosure log indicating the information provided in response to FOIA and EIR requests

**Class 7 – The services we offer Information about the services the school provides including leaflets, guidance and newsletters.**

Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes.

- **Extra-curricular activities - School website / printed copies 15p per sheet (+postage and packaging)**
- **Out of school clubs - School website / printed copies 15p per sheet (+postage and packaging)**
- **School publications - School website / printed copies 15p per sheet (+postage and packaging)**
- **Services for which the school is entitled to recover a fee, together with those fees - School website / printed copies 15p per sheet (+postage and packaging)**
- **Leaflets, booklets and newsletters - School website / printed copies 15p per sheet (+postage and packaging)**

## **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 through the schools complaints procedure which can be found at <https://knsb.kevibham.org/communication-between-home-and-school/>

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.

Information Commissioner, Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF  
Enquiry/Information Line: 0303 123 1113 E Mail: casework@ico.org.uk Website: ico.org.uk