



Freedom of Information Publication Scheme

Approving Body	Board of Directors
Approval Date	November 2017
Review Date	November 2020

“By knowledge the upright are safeguarded” [Proverbs 11/9]

1. Purpose

- 1.1 This publication scheme is based on the Information Commissioner’s Model publication scheme. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in classes of information mentioned below, where this information is held.
- 1.2 This scheme commits the Kent Catholic Schools’ Partnership and its academies:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held and falls within the classifications below.
 - To specify the information which is held 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 made 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.
 - To publish any dataset held that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

2. Classes of information

The classes of information that the Trust and/or its academies publish includes:

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

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.

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

Appendix 1 – Guide to information available from the Kent Catholic Schools’ Partnership and its academies (schools) under the publication scheme indicates what information is covered by this scheme and how it can be obtained.

Where it is within the capability of KCSP and its academies, information will be provided on a 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, the Trust or academy 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 authority 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.
- Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 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.

Who we are and what we do	
<i>Organisational information, structures, locations and contacts - This will be current information only</i>	
Information to be published	How the information can be obtained
Academy Master Funding Agreement	KCSP website
Academy Trust Memorandum and Articles of Association	KCSP website
Academy staff and structure – names of key personnel	Academy websites (can be accessed through the KCSP website)
Board of Directors – names of directors, the basis of their appointment	KCSP website
Academy session times, term dates and holidays	Available on request
Location and contact information – address, telephone number and website	KCSP and Academy websites
What we spend and how we spend it	
<i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with Companies House)</i>	
Information to be published	How the information can be obtained
Annual budget plan and financial statements for the academies	Available from the Director of Finance & HR
Annual report & accounts for the Trust	KCSP website as soon as available
Capital funding – details of capital funding allocated to the academy along with information on related building projects and other capital projects	Available from the Director of Finance & HR
Staffing and grading structure	Available from the Director of Finance & HR
Additional funding – Income generation schemes and other sources of funding	Available from the Director of Finance & HR
Use of Pupil Premium	Academy websites (can be accessed through the KCSP website)

Use of PE & Sport Grant Funding	Academy websites (can be accessed through the KCSP website)
Pay Policy	KCSP website
Governors'/Directors' allowances – details of allowances and expenses that can be claimed or incurred	KCSP website
<p>What our priorities are and how we are doing</p> <p><i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <p><i>Current information should be published</i></p>	
Information to be published	How the information can be obtained
Academy Profile: <ul style="list-style-type: none"> ○ Government supplied performance data ○ Ofsted report 	DFE website school performance tables Academy websites and Ofsted website
Trust Strategic Plan	KCSP website
Appraisal policy	KCSP website
Trust's future plans	Available from the Company Secretary (access to this information may be restricted if classified as confidential)
Child protection – policies and procedures on safeguarding and promoting the welfare of children	KCSP and Academy websites

How we make decisions

*(Decision making processes and records of decisions)
Current and previous three years as a minimum*

Information to be published	How the information can be obtained
Admissions policy (arrangements, procedures and right of appeal)	Academy websites (can be accessed from KCSP website)
Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	KCSP website and via the Company Secretary
<p>Our policies and procedures</p> <p><i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i></p>	
Information to be published	How the information can be obtained
Trust and academy policies including: <ul style="list-style-type: none"> ○ Charging and remissions ○ Health and Safety ○ Complaints procedure ○ Staff Code of Conduct ○ Discipline and grievance ○ Pay ○ Data protection ○ Equality Objectives and policies 	KCSP website

Pupil and curriculum policies including: <ul style="list-style-type: none"> ○ Curriculum ○ Sex education ○ Special Educational Needs ○ Accessibility ○ Religious Education ○ Behaviour 	Academy websites (can be accessed from KCSP website)
<p>Lists and Registers</p> <p><i>Currently maintained lists and registers only</i></p>	
Curriculum circulars and statutory instruments	Available on request from Trust academies
Disclosure logs	Available on request from Trust academies
Asset register	Available on request from Trust academies
Any information the Academy Trust is currently legally required to hold in publicly available registers	Available on request from the Trust or Academy
<p>The services we offer</p> <p><i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p>	
Extra-curricular activities	Academy websites
Out of school clubs	Academy websites
Academy publications	Academy websites

Services for which the academy is entitled to recover a fee, together with those fees	Available on request from the academy
Leaflets, books and newsletters	Academy website