

## Freedom of Information

As a publicly funded institution Kesgrave High School is subject to the Freedom of Information Act 2000. This Act and its implementation are controlled by the ICO (Information Commissioners Office.)

In meeting the requirements of the Act, Kesgrave High School:

- Publishes certain information about its activities and operations.
- Responds to members of the public that request information from the school.

The school publishes all current policies and procedures through its WEBSITE. Information that is not on the WEBSITE but is subject to the Freedom of Information Act will be provided as hard copy. All information requests will be responded to within 20 school days. Requests should be made in writing to the school's "Freedom of Information Officer", (currently Mr B Hawkins) and include an address for correspondence.

Requests may incur a "communications cost". This is to cover such expenditure as photocopying, postage, etc, should a request incur significant extra expense. The requester will be informed of the amount before the request is fulfilled.

Below is a list of the school's policies and procedures and an indication of where they can be found.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)	
Who's who in the school	WEBSITE	
Who's who on the governing body and the basis of their appointment	WEBSITE	
Instrument of Governance (Articles of Association)	WEBSITE	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	WEBSITE	
School prospectus	WEBSITE/ HARDCOPY	£0
Head's termly report to governors	Hard Copy	
Staffing structure	WEBSITE	
School session times and term dates	WEBSITE	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy	Photocopying And postage.
Capitalised funding	Hard Copy	Photocopying And postage.
Additional funding	Hard Copy	Photocopying And postage.
Procurement and projects	Hard Copy	Photocopying and postage.

Pay policy – Please note that details of individuals’ salary/benefits/terms of employment are not published	Hard Copy	Photocopying and postage.
Staffing structure	WEBSITE	
Staff grading structure	Hard Copy	Photocopying and postage
Governors’ allowances [No allowances are given but expenses can be claimed which are reported in the financial statement]	Not applicable	
Pupil premium data	WEBSITE	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)	Photocopying And postage.
School profile <ul style="list-style-type: none"> <li>• Examination data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	WEBSITE  WEBSITE WEBSITE	
Performance management policy -	WEBSITE	
Schools future plans	Hard Copy	Photocopying And postage.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	WEBSITE/ HARD COPY	Photocopying And postage.
Agendas and Minutes of meetings of the governing body [this will exclude information that is properly regarded as private to the meetings.]	HARD COPY	Photocopying And postage.

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p><b>School policies including:</b></p> <ul style="list-style-type: none"> <li>• Admissions policy</li> <li>• Bereavement policy</li> <li>• Charging and remissions policy</li> <li>• Complaints</li> <li>• Critical Incidents</li> <li>• Data Protection</li> <li>• Educational Visits</li> <li>• Equal Opportunities</li> <li>• Exam Appeals</li> <li>• Health and Safety policy</li> <li>• Information request handling policy</li> <li>• Staff conduct policy</li> <li>• Staffing structure implementation plan</li> </ul>	WEBSITE WEBSITE WEBSITE WEBISTE WEBSITE WEBSITE WEBSITE WEBSITE WEBSITE WEBSITE Hard Copy Hard Copy Hard Copy	Photocopying And postage.
<p><b>Pupil and curriculum policies, including:</b></p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Anti-bullying</li> <li>• Attendance</li> <li>• Behaviour Management</li> <li>• Careers</li> <li>• Curriculum</li> <li>• Disability Equality Scheme</li> </ul>	WEBSITE WEBSITE (PROSPECTUS) WEBSITE WEBSITE WEBSITE WEBSITE WEBSITE	

<ul style="list-style-type: none"> <li>• Drugs Education</li> <li>• E safety</li> <li>• Gifted &amp; Talented</li> <li>• Home-school agreement</li> <li>• Sex education</li> <li>• Special educational needs</li> </ul>	WEBSITE WEBSITE WEBSITE WEBSITE WEBSITE WEBSITE	
<b>Records management and personal data policies, including:</b> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard Copy WEBSITE	Photocopying And postage.
<b>Charging regimes and policies.</b>  These details can be found within the following policies: <ul style="list-style-type: none"> <li>• Charging &amp; Remissions</li> <li>• Lettings</li> </ul>	WEBSITE	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy	Photocopying And postage.
Asset register	Hard Copy	Photocopying And postage.
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Hard Copy	Photocopying And postage.

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Extra-curricular activities</p>	<p>WEBSITE</p>	
<p>Out of school clubs</p>	<p>WEBSITE</p>	
<p>Services for which the school is entitled to recover a fee, together with those fees – please see the Charging &amp; Remissions policy &amp; Lettings Policy</p>	<p>WEBSITE</p>	
<p>Options booklets and school newsletters (Highlights)</p>	<p>WEBSITE</p>	
<p><b>Additional Information</b>          May be added as appropriate in the future</p>		