

KING INA



CHURCH OF ENGLAND ACADEMY

# **FREEDOM OF INFORMATION PUBLICATION SCHEME including EXPLANATORY NOTE**

Signed by:

*Suzie Svenson*

Headteacher

Date: 09/12/2025

*David Speed*

Chair of governors

Date: 09/12/2025

Last updated: 09/12/2025

Review date: December 2026

# Contents

## 1. Explanatory Note

- [What is a publication scheme?](#)
- [Classes of information](#)
- [Making information available](#)
- [Charges which may be made for information published under this scheme](#)
- [Written requests and contact](#)

## 2. Publication Scheme

- [Who we are and what we do](#)
- [What we spend and how we spend it](#)
- [What our priorities are and how we are doing](#)
- [How we make decisions](#)
- [Our policies and procedures](#)
- [Lists and registers](#)
- [The services we offer](#)

## 3. [Schedule of charges](#)

# What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our Academy to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Academy that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Academy is the only owner

## Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

## Making information available

We will aim to provide as much information as possible on our Academy website. Where it is impracticable to make information available on the 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Academy 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

## **Written requests and contact**

Information held by the Academy 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.

If you have a request for information, please contact the Academy at [office@kingina.co.uk](mailto:office@kingina.co.uk) or our Data Protection Officer [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

## Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

| Information to be published   | How the information can be obtained   | Cost   |
|---|---|--|
| Address of Academy and contact details, including email address.                              | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website        |
| Headteacher's contact details   | Contact via: <a href="mailto:office@kingina.co.uk">office@kingina.co.uk</a>   | Information freely available on website        |
| Who's who in the school   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website        |
| Who's who on the governing board of governors and the selection criteria of their appointment | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on school website |
| Governing body's contact details  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website        |
| Trustee contact details   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website        |
| Trustee who's who   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website        |
| Instrument of Government/Articles of Association  | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | Information freely available                   |
| Academy session times and term dates  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website        |

## What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

NB: Current and previous financial year as a minimum

| Information to be published   | How the information can be obtained   | Cost                                    |
|---|---|---|
| Annual accounts   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Capital funding   | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Financial audit reports   | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Staff pay – details of senior staff salaries in bands of £5000. For all other posts, identify levels of pay by salary range                     | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members                              | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Governor's/Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees           | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Procurement and contracts we have entered into  | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Details of any premiums we receive such as Pupil premium.   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |

## What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

NB: This will be current information only

| Information to be published   | How the information can be obtained   | Cost                                    |
|---|---|---|
| Latest Ofsted report <ul style="list-style-type: none"><li>• Summary</li><li>• Full report</li><li>• Post-inspection action plan</li></ul>    | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Exam and assessment results   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Performance tables  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status. | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| School profile and performance data supplied to the Government  | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |

## How we make decisions

NB: Current and previous three years as a minimum

| Information to be published   | How the information can be obtained   | Cost                                    |
|---|---|---|
| Admissions policy and, where applicable, admission decisions (e.g. <i>application numbers/patterns of successful applicants, including criteria on which applications were successful</i> ) | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>   | Information freely available on website |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.  | enquire via the school email address:<br><a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |



## Our policies and procedures

NB: This will be current information only

| Information to be published  | How the information can be obtained   | Cost                                    |
|--|---|---|
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Safeguarding and child protection, including protecting children's personal data   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Equality and diversity policies  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Policies and procedures relating to recruitment and human resources  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Special educational needs  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Complaints policy and procedures (including those covering handling requests for information and operating the publication scheme)   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Pay Policy   | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Records management (Information security policies <ul style="list-style-type: none"> <li>Records retention, destruction and archive policies)</li> </ul> Data protection (including information sharing and CCTV usage policies) | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |
| Charging regimes and policies.   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |

## Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

| Information to be published   | How the information can be obtained  | Cost                                    |
|---|--|---|
| Curriculum circulars and statutory instruments  | <a href="https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum">https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum</a><br><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a> | Information freely available on website |
| CCTV<br>Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a>  | POA                                     |
| Disclosure logs, i.e. information provided in response to FOIA/EIR requests                             | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a>  | POA                                     |
| Asset register  | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a>  | POA                                     |
| Any information the academy is currently legally required to hold in publicly available registers       | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a>  | POA                                     |

## The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

NB: This will be current information only

| Information to be published  | How the information can be obtained   | Cost                                    |
|--|---|---|
| Extra-curricular activities  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Out of academy clubs   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Services for which we are entitled to recover a fee, together with those fees                | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Requests for paper copies of information   | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| Our publications, leaflets, books and newsletters  | on the school website<br><a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>                             | Information freely available on website |
| <b>Additional information</b><br><br>Any information that is not itemised in the lists above | contact the school office or enquire via the school email address: <a href="mailto:Office@kingina.co.uk">Office@kingina.co.uk</a> | POA                                     |

## Schedule of charges

| Type of charge           | Description  | Basis of charge  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying/printing @ £0.01* per sheet (black & white) | Actual cost<br>*subject to inflation                                   |
|                          | Photocopying/printing @ £0.02* per sheet (colour)        | Actual cost<br>*subject to inflation                                   |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     | If this is relevant to the request for information       | In accordance with the relevant legislation (quote the actual statute) |