



Freedom of Information

1. All public authorities, including schools, are required under the Freedom of Information Act to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

The ICO's model scheme can be found at <https://online.fliphtml5.com/cpzmr/ezfx/#p=1>.

2. Our published Guide To Information

Schools should publish a guide to information alongside the publication scheme.

The guide should specify:

- the documents available
- the format of the documents
- any charges made for the information

You can find our published guide to information in Appendix 1.

2. How To Request Information

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

Email: admin@kings.peterborough.sch.uk

Tel: 01733 751541

Contact Address: The King's (The Cathedral) School, Park Road, Peterborough, PE1 2UE

Alternatively, you can visit our web site, at www.kings.peterborough.sch.uk

To help us process your request quickly, please clearly mark any correspondence '**Freedom of Information Act Request**'.

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 to:

The Headteacher
The King's (The Cathedral) School
Park Road
Peterborough
PE1 2UE

Email: admin@kings.peterborough.sch.uk

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 deals with formal complaints. They can be contacted at:

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: casework@ico.org.uk

Website: www.ico.org.uk

Telephone: 0303 123 1113

Appendix 1

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts	hard copy and/or website	
Who's who in the School	website	FOC
Who's who on the Board of Governors, and the basis of their appointment	website	FOC
Instrument of Government - Articles of Association	website	FOC
Contact details for the Headteacher and for the Board of Governors	Headteacher: headteacher@kings.peterborough.sch.uk Clerk to the Governors: clerktothegovernors@kings.peterborough.sch.uk	
School Prospectus	website	FOC
Annual Report and Audited Accounts	website	FOC
School session times and term dates	see Prospectus	
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	hard copy and/or website	
Annual budget plan and financial statements	hard copy	£
Funding Agreement	website	FOC
Additional funding	website	FOC
Procurement and projects	hard copy	£
Pay policy	hard copy	£
Governors' allowances	hard copy	£
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	hard copy or website	
School profile Government-supplied performance data	website	FOC

The latest Ofsted report - Summary - Full report Denominational Inspection report		
Performance management policy and procedures adopted by the Board of Governors.	hard copy	£
School's future plans	hard copy	£
Class 4 - How we make decisions Decision making processes and records of decisions	hard copy or website	
Admissions policy/decisions (not individual admission decisions)	website	£
Agendas of meetings of the Board of Governors and its committees	hard copy	£
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	hard copy	£
Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	hard copy or website	
School policies including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Equality and diversity (including equal opportunities) policies Staff recruitment policies	website / hard copy	FOC / £
Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special educational needs Accessibility Race equality Collective worship Careers education Pupil discipline	website / hard copy	FOC / £
Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including information sharing policies)	website / hard copy	FOC / £

Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	hard copy	£
Class 6 - Lists and Registers	hard copy or website; some information may only be available by inspection	
Disclosure logs	hard copy	£
Asset register	hard copy	£
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	hard copy / inspection	£
Class 7 - The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	hard copy or website; some information may only be available by inspection	
Extra-curricular activities	website	FOC
Out of school clubs	see Prospectus	
School publications	website / hard copy	FOC / £
Services for which the School is entitled to recover a fee, together with those fees	hard copy	£

SCHEDULE OF CHARGES

£ = Charge made

FOC = Free of Charge

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Administration Cost	Where large quantities of information are requested, and the request exceeds the cost limit (£450, 18hrs). It should be noted that the school is not obliged to accept requests which exceed the cost limit.	<p>Cost of staff time to comply with the request. This work will be charged at £25 per hour.</p> <p>When estimating the cost of staff time, the school will calculate the time it will take to:</p> <ul style="list-style-type: none"> • establish whether the information is held; • locate and retrieve the information; • extract relevant information from the document containing it. <p>The school may also charge for the physical cost of making any redactions.</p>
Other	PDF documentation	Where a document is readily available but is not required to be published on our website, this will be provided free of charge via email.