



Freedom of Information

The King's (The Cathedral) School Publication Scheme on information available under the Freedom of Information Act 2000.

The Trust of The King's (The Cathedral) School is responsible for maintenance of this scheme.

1. Introduction: What a Publication Scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including schools, should be clear and proactive about the information they will make public.

To do this, The King's School 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.

This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The School aims to:

- Recognise and value the contribution of every member of the school community;
- Maintain the tradition of achievement and academic excellence to the best of each individual's ability;
- Foster a community in which good mutual communications are promoted and in which, through pastoral care, all students achieve self-esteem and an appreciation of others, with a sense of responsibility for their environment;
- Provide a broad range of extra-curricular activities that give opportunities for all to develop individual interests and skills;
- Encourage a happy, well-motivated staff to work effectively and successfully through good leadership, efficient structures and provision of resources.

The basis for these values is the Christian ethos of the School.

This Publication Scheme is a means of showing how we are pursuing these aims.

3. Classes 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.

The classes of information that we undertake to make available are organised into the following seven broad topic areas:

- Organisational information - what we are and what we do
- Financial information - what we spend and how we spend it
- Strategies and plans - what our priorities are and how we are doing
- Decision-making processes - how we make decisions
- Policies and procedures
- Lists and registers
- Services we offer

4. How to request Information

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

Email: admin@kings.peterborough.sch.uk

Tel: 01733 751541

Fax: 01733 751542

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**'. If the information you are looking for is not available via the Scheme and is not 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 do not have Internet access, you can access our website using a local library or an Internet café.

If your request means that we have to photocopy or print, we will let you know the cost before fulfilling your request. Where there is a charge, this is indicated by a £ sign in the description box.

6. Classes of Information Currently Published

These are detailed in the Appendix below.

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

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.