

KING INA



CHURCH OF ENGLAND ACADEMY

## **Freedom of Information Publication Scheme for Schools**

The Freedom of Information Act 2000 gives rights of public access to information held by public authorities including schools. This guidance is to enable schools to complete their statutory duty to provide information how members of the public can access this information.

# Freedom of Information

## Guide to information available from King Ina C of E Academy under the model publication scheme

### Who we are and what we do

#### King Ina C of E Academy

Infant Site: Etsome Terrace, Somerton, Somerset, TA11 6LY. Email: [kinginainfants@educ.somerset.gov.uk](mailto:kinginainfants@educ.somerset.gov.uk) Tel: 01458 272587

Junior Site: School Lane, Kirkham Street, Somerton, Somerset, TA11 7NL. Email: [kinginajunior@educ.somerset.gov.uk](mailto:kinginajunior@educ.somerset.gov.uk) Tel: 01458 272587

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on school website
Instrument of Government/Articles of Association	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	Price on application (POA)
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
School prospectus / Parent Guide	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Annual Report	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Staffing structure	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
School session times and term dates	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Address of school and contact details, including email address.	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website

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### What we spend and how we spend it

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

Current and previous financial year as a minimum

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Capital funding	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Financial audit reports	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.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:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Pay policy	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA

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### What our priorities are and how we are doing

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

Current information as a minimum

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"><li>• Performance data supplied by the government, or a direct link to the data</li><li>• The latest Ofsted<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li><li>• Post-inspection action plan</li></ul>	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>  <a href="https://www.kingina.somerset.sch.uk/website/ofsted_report/61537">https://www.kingina.somerset.sch.uk/website/ofsted_report/61537</a>	Information freely available on website
Performance management policy and procedures adopted by the governing body.	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Safeguarding and child protection policies	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website

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## How we make decisions

Current and previous three years as a minimum

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	on the school website <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. (NB this will exclude information that is properly regarded as private to the meetings).	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA

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### Our policies and procedures

Current information only.

As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement. These will include policies and procedures for handling information requests.

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention, destruction and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	on the school website <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 <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Policies and procedures for the recruitment of staff	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Charging regimes and policies.	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website

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### Lists and Registers

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	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Disclosure logs	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Asset register	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA
Any information the school is currently legally required to hold in publicly available registers	contact the school office or enquire via the school email address: <a href="mailto:kinginajunior@educ.somerset.gov.uk">kinginajunior@educ.somerset.gov.uk</a>	POA

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### The services we offer

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

Current information only

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Out of school clubs	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
School publications, leaflets, books and newsletters	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees (The Academy's Charging Policy)	on the school website <a href="http://www.kingina.somerset.sch.uk">www.kingina.somerset.sch.uk</a>	Information freely available on website



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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ £0.0095 per single sided sheet (black & white)	Actual printing cost £0.0047 per page Actual cost of A4 paper £0.0048 per page
	Photocopying/printing @ £0.0256 per single sided sheet (colour)	Actual printing cost £0.0208 per page Actual cost of A4 paper £0.0048 per page
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)