



KING EDWARD VI
SHELDON HEATH ACADEMY

FREEDOM OF INFORMATION POLICY PUBLICATION SCHEME

1. Aim of the Publication Scheme

This publication scheme follows the model prepared and approved by the Information Commissioner. The model has been adopted without modification by KESH Academy (“the Academy”), making it unnecessary to seek further approval of this scheme from the Information Commissioner. The scheme will be valid from March 2015 until further notice.

This publication scheme commits the Academy to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The publication scheme covers the Academy’s commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information which is held by the Academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

2. Classes of Information

1) Who we are and what we do.

Organisational information, structures, locations and contacts.

2) What we spend and how we spend it.

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

3) What our priorities are and how we are doing.

Strategies and plans, audits, inspections and reviews.

4) How we make decisions.

Decision making processes and records of decisions.

5) Our policies and procedures.

Current written protocols, policies and procedures for delivering our services and responsibilities.

6) Lists and Registers.

Information in currently maintained lists and registers.

7) The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

8) 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. This includes information protected by the Data Protection Act.
- 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.

3. Requests for information

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer – Mrs Z Robinson, Director of Finance and Resources, at the Academy's address.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

4. Contact Details

A copy of this publication scheme is available on the KESH Academy website – www.keshacademy.com or a hard copy can be obtained by writing to the Director of Finance and Resources or telephoning the number below.

Telephone number: 0121 464 4428

Email : enquiries@keshacademy.com

KESH Academy,
Sheldon Heath Road,
Birmingham,
B26 2RZ

5. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum 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.

In most cases, information can be downloaded from the academy website free of charge.

In the case of information not obtainable through the academy website, the academy reserves the right to charge for actual disbursements incurred such as:

- photocopying – at 10p per sheet of A4 paper
- postage and packaging – at the actual cost to the academy
- any other costs directly incurred as a result of the information request – at the actual cost to the academy

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.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged 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 the academy is legally required to translate any information, it will do so.

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 in accordance with this scheme.

Information to be published	How the information can be obtained
<p>Charges –</p> <p>In most cases, information can be downloaded from the academy website free of charge.</p> <p>In the case of information not obtainable through the academy website, the academy reserves the right to charge for actual disbursements incurred such as:</p> <ul style="list-style-type: none"> • photocopying – at 10p per sheet of A4 paper • postage and packaging – at the actual cost to the academy • any other costs directly incurred as a result of the information request – at the actual cost to the academy 	N/A
<p>1. Who we are and what we do (organisational information, structures, locations and contacts)</p>	
Academy Funding Agreement	Hardcopy
Academy prospectus	Hard copy
Board of Governors – name and contact details and basis of appointment	Academy website
Contact details for the Principal	Academy website
Academy staff and structure – names of key personnel	Academy website
Academy session times and term dates	Academy website
Location and contact information – address, telephone, number and website	Academy website or telephone academy
<p>2. What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	
Current and the previous years' financial accounts	Academy web site
Annual budget plan	Hard Copy
Annual income and expenditure return	Hard copy
Capital funding – details of capital funding allocated to the academy and information on related building projects and other capital projects.	Hard copy
Additional funding – NB There is no source of additional funding in addition to that included in the annual budget plan.	Hard copy

Information to be published	How the information can be obtained
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy
Pay policy – a statement of the Academy’s policy on procedures regarding staff pay.	Hard copy
3. What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)	
Academy profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report • Exam results 	DfE website Academy website
Academy Development Plan	Hard copy
4. How we make decisions (Decision making processes and records of decisions)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Academy website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard Copy
5. Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	See below
Academy Policies	
<ul style="list-style-type: none"> • Charging and remissions policy 	Website
<ul style="list-style-type: none"> • Complaints procedures 	Website
<ul style="list-style-type: none"> • Fraud policy 	Hard copy
<ul style="list-style-type: none"> • Gifts and hospitality policy 	Hard copy
<ul style="list-style-type: none"> • Health and safety policy 	Website

Information to be published	How the information can be obtained
• Risk Assessment policy	Hard copy
• Staff code of conduct policy	Hard copy
• Staff disciplinary procedure	Hard copy
• Staff grievance procedure	Hard copy
• Staff pay policy	Hard copy
• Staff absence management policy	Hard copy
• Whistleblowing policy	Hard copy
Student and curriculum policies	
• Anti-bullying policy	Hard copy
• Attendance policy	Hard copy
• Careers education and guidance	Hard copy
• Child protection policy	Website
• Confidentiality policy	Hard copy
• Curriculum policy	Hard copy
• Drugs education policy	Hard copy
• Looked after children policy	Hard copy
• Safeguarding policy	Website
• Special Educational Needs Policy	Website
• Student uniform policy	Hard copy
Records management and personal data policies	
• Data protection policy	Website
• Freedom of Information Act policy	Website

Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)	
<ul style="list-style-type: none"> • Equality and cohesion policy 	Hard copy
<ul style="list-style-type: none"> • Equal opportunities in employment 	Hard copy
<ul style="list-style-type: none"> • Vacancy information 	Website
6. Lists and Registers Currently maintained lists and registers only	
Curriculum circulars and statutory instruments http://www.education.gov.uk/publications	Links to Department for Education Publications
Asset register	Hard copy
Any information the academy is currently legally required to hold in publicly available registers: Governors register of interests	Website
7. The Services we Offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy and/ or website; some information may only be available for inspection
<ul style="list-style-type: none"> • Extra-curricular activities 	
<ul style="list-style-type: none"> • Out of school clubs 	
<ul style="list-style-type: none"> • Academy publication – termly newsletter • Services for which the Academy is entitled to recover a fee, together with those fees 	