

# Freedom of Information Act

## Publication Scheme for Tiffin School

This publication scheme has been prepared and approved by the Information Commissioner. It is valid until further notice.

This publication scheme commits Tiffin School 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 School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Tiffin School:

- To publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School and which falls within the classifications below.
- To publish proactively 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 School 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.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the School is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of Information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

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

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the School.

### **The Services we Offer**

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

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.

### **The method by which information published under this scheme will be made available**

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within our capability, information will be provided on our website. Where it is impracticable to make information available on our 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. 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 Tiffin School 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.

### **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 Tiffin School 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 Parliament.

Charges may be made for actual disbursements incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 section 11B of the Freedom of Information Act, 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.

### **Written Requests**

Information held by Tiffin School 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. Requests should be addressed to The Headteacher, Tiffin School, Kingston upon Thames, Surrey KT2 6RL.

**Guide to information available from Tiffin School under the publication scheme.** Hard copies will incur photocopying and postage charges

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Who we are and what we do</b>	
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website
Academy Order	Apply in writing
Governing Board	Website
Location and contact information	Website
School Session times and term dates	Website
Public Exam Results	Website / DfE Performance Tables
<b>What we spend and how we spend it</b>	
Financial Statements <i>current and previous two financial years</i>	Website
Annual budget plan and financial statements	Annual accounts are available from Companies House.
Capital funding	Annual accounts are available from Companies House.
Additional funding – Income generation schemes and other sources of funding.	Annual accounts are available from Companies House
Procurement and contracts	Apply in writing
Staff pay and grading structure	Apply in writing
Pay policy	Apply in writing
Governors’ allowances and expenses	Apply in writing
<b>What our priorities are and how we are doing</b>	
Performance data supplied to the government	Website/ DfE website
Ofsted Report	Website
Performance management information	Apply in writing
Tiffin School’s future plans	Apply in writing
Safeguarding and Child Protection Policy	Website
<b>How we make decisions</b>	
Admissions – arrangements and procedures and information about the right of appeal	Website
Governing Board minutes	Apply in writing
<b>Our policies and procedures</b>	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Apply in writing</li> <li>• Website</li> </ul>

<ul style="list-style-type: none"> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staff recruitment policies</li> </ul>	<ul style="list-style-type: none"> <li>• Apply in writing</li> <li>• Apply in writing</li> <li>• Apply in writing</li> <li>• Apply in writing</li> </ul>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Apply in writing</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Apply in writing</li> <li>• Apply in writing</li> <li>• Website</li> </ul>
<b>Lists and Registers</b>	
Disclosure logs	Apply in writing
Asset register	Available for inspection
Company register	Available for inspection
<b>The services we offer</b>	
Co-curricular activities	Website
Out of school clubs	Website
Leaflets, booklets and newsletters	Website

Reviewed January 2019