

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.

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.

Freedom of Information plan

Guide to information available from Tiffin School under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)	
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	No charge
Academy Order	Hard copy	Photocopying, P&P
School staff and structure – names of key personnel	Website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Headteacher and the Governing Body	Website	No charge
School Session times and term dates	Website	No charge
GCSE results – a link to the data on the Department for Education’s website	Website	No charge

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	(hard copy and/ or website)	
Annual budget plan and financial statements	Annual accounts are available from Companies House	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	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 – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy	
Staffing and grading structure	Hard copy	Photocopying, P&P
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	Photocopying, P&P
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	Photocopying, P&P

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	<p>Available on DfE website – school performance tables</p> <p>Website</p>	No charge
Performance management information	Hard copy	Photocopying, P&P
Tiffin School's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy for Safeguarding procedures	Photocopying, P&P
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Child protection procedures – RBK procedures are followed. Hard copy for procedures on safeguarding	Photocopying, P&P Photocopying, P&P

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy and/or website)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	No charge
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Available in school to view by appointment	No charge

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Information request handling policy • Staff recruitment policies 	<ul style="list-style-type: none"> • Hard copy • Hard copy • Website • Website • Hard copies • Hard copy • Website • Hard copy 	<ul style="list-style-type: none"> • Photocopying, P&P • Photocopying, P&P • No charge • No charge • Photocopying, P&P • Photocopying, P&P • No charge • No charge
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<ul style="list-style-type: none"> • Website • Hard copy • Hard copy • Website • Hard copy • Hard copy • Hard copy • Hard copy • Hard copy • Hard copy 	<ul style="list-style-type: none"> • No charge • Photocopying, P&P • Photocopying, P&P • No charge • Photocopying, P&P • Photocopying, P&P • Photocopying, P&P • Photocopying, P&P • Photocopying, P&P • Photocopying, P&P

<p>Records management and personal data policies</p> <ul style="list-style-type: none"> Records are retained within school for the periods of time set down in law Data Protection policies 	<p>N/A</p> <p>Hard copy</p>	<p>N/A</p> <p>Photocopying, P&P</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> Policies and procedures for the recruitment of staff – details of vacancies should be included 	<p>Website</p>	
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	<p>Website</p>	

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Disclosure logs	By application to the School	
Asset register	Hard copy	Photocopying, P&P
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	Photocopying, P&P

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Website	No charge
Out of school clubs	Hard copy – extra curricular activities	No charge
Leaflets, booklets and newsletters	Website	No charge