

Freedom of Information Model Publication Scheme

Adopted by Governors:

Full Governing Body
13th March 2025

Reviewed:

January 2026

Next review:

Spring 2027

Kings Mill School & Residence



Freedom of Information Model Publication Scheme

This scheme follows the model approved by the ICO and commits our school to make information available to the public as part of its normal business activities.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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 section 19 of the Freedom of Information Act 2000. 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.

Where information is held, along with all associated charges, can be found in the 'Guide to Information', appendix 1

1. Classes of information

Information that is available under this scheme includes:

- **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 or notes, documents in older versions, emails or other correspondence.
- 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.

2. How information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the school website. Where this is impracticable, or you do not wish to access the information via the website, information covered by this scheme can also be obtained by contacting our Data Protection Officer at kingsmill.specialschool@eastriding.gov.uk or by telephone 01377 253375.

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

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(s) that is legally required. Where we are legally required to translate any information, we 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.

To enable us to process your request quickly, please mark correspondence:

‘PUBLICATION SCHEME INFORMATION REQUEST’

3. Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests with statutory timeframes, please mark all correspondence: **'FREEDOM OF INFORMATION REQUEST'**

4. Charges

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 school for routinely published material will be justified and transparent and kept to a minimum.

Material which has been published and accessible on the school website is available free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

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 the school, justified and are in accordance with a published schedule or schedule of fees – this is available via our 'Guide to information'.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

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

Where 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 the provision of the information.

Where a request is made to re-use all, or part of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations under sections 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

Single paper copies are also available free of charge to parents and prospective parents of the school.

5. Publication Scheme review

The publication scheme will be reviewed by the governing body on an annual basis.

GUIDE TO INFORMATION

Available from Kings Mill School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do Organisational information, structure, locations and contacts. This will be current information only.		
Who's who in school	School website https://www.kingsmillschool.co.uk/adding-pages/contact-details	Free
Governing Body Who's who on the governing body and the basis of their appointment.	School website https://www.kingsmillschool.co.uk/staff-governors/secure-staff-area	Free
Instrument of Government Name and category of the school and the name and constitution of the governing body	School website https://www.kingsmillschool.co.uk/staff-governors/secure-staff-area	Free
Contact details for the headteacher and the governing body via the school Address, telephone number, email address. Contact details for key personnel	School website https://www.kingsmillschool.co.uk/adding-pages/contact-details	Free
Staffing structure	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
School session times and term dates	School website https://www.kingsmillschool.co.uk/	Free
Outline of school curriculum	School website https://www.kingsmillschool.co.uk/about-us/the-curriculum	Free
Address of school and contact details, including email address	School website https://www.kingsmillschool.co.uk/adding-pages/contact-details	Free

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. Current and previous financial year as a minimum		
Annual budget plan and financial statements	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Capital funding	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Financial audit reports	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Details of expenditure items over £5000	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
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.	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Pay policy Statement of the school's policy and procedures regarding teachers' pay	School website https://www.kingsmillschool.co.uk/adding-pages/policies	Free
Staff allowances and expenses	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Staff pay and grading structures	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Governor Allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum		
School profile	School website www.kingsmillschool.co.uk	Free
Performance data supplied to the government	School website https://www.kingsmillschool.co.uk/about-us/assessment	Free

Latest Ofsted report (Summary and full report)	School website https://www.kingsmillschool.co.uk/adding-pages/ofsted	Free
Performance management information Policy and procedures adopted by the governing body	Electronic/hard copy Contact the School Business Manager	5p/page hard copy
Future plans Any major proposals for the future of the school	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Safeguarding and child protection Policies and procedures in place to safeguard and promote the welfare of children	School website https://www.kingsmillschool.co.uk/adding-pages/safeguarding	Free
Class 4 –How we make decisions Decision making processes and records of decisions. Current and previous three years as a minimum		
Admissions policy/decisions (not individual admissions decisions)	School website https://www.kingsmillschool.co.uk/adding-pages/admissions	Free
Agendas and minutes of public meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Electronic/hard copy Contact the School Business Manager	5p/page hard copy
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
Acceptable Use Policy Admissions policy Adoption pay and leave policy – teaching staff Adoption pay and leave policy – support staff Asbestos management policy Assessment, recording and reporting policy Assessment policy – management of controlled assessments Attendance at work policy and procedures Bedroom Monitoring policy Behaviour policy Bereavement policy 16-19 bursary fund policy	School website https://www.kingsmillschool.co.uk/adding-pages/policies The majority of our policies are available on the school website. For those not published please contact the School Business Manager to request an electronic copy. kingsmill.specialschool@eastriding.gov.uk	Free

Career break policy Carers leave and support policy and procedure Charging & Remissions policy Child protection and safeguarding policy Communications policy Complaints policy and procedure Counter fraud and corruption policy Countering bullying policy Cyber security policy Debt recovery policy Disciplinary policy Domestic violence & abuse policy Driving for work policy Educational visits policy Employing and working with relatives policy Equality policy including accessibility plan Equality in employment policy and procedures Exam preparation policy Fire Safety policy Flexible working policy and procedure Fostering leave policy Freedom of information policy Freedom of information publication scheme Gifts and hospitality policy Governors' allowances policy Governors' code of conduct Grievance Policy and procedure Guidance on using Safespace appropriately and effectively Health & safety policy Home working policy and procedure Intimate care policy and guidance Joint Communication and Consultation policy and procedure Learning and development fees and expenses policy Lettings policy LGBTQ+ policy Low Level concerns policy Management of medication policy Marking and feedback policy Maternity pay and leave policy support staff	School website https://www.kingsmillschool.co.uk/adding-pages/policies The majority of our policies are available on the school website. For those not published please contact the School Business Manager to request an electronic copy. kingsmill.specialschool@eastriding.gov.uk	
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Maternity pay and leave policy teachers Menopause policy Mobile Devices Policy Moving and Handling policy Online safety policy Ordinary parental leave policy and procedure Paternity/maternity support leave policy and procedure Photography and images policy Physical Intervention policy Probationary policy Pupil premium policy Register of business interests of governors and school staff with financial responsibilities Relationships and sex education policy Remote Education policy Retraining and redeployment policy and procedures schools School attendance policy School uniform policy SEND Information report SEND Policy Site Security policy Shared parental leave policy Social Emotional & Mental Health Policy Staff code of conduct policy Staff supervision procedure & guidance Staff travel, accommodation, subsistence & expenses policy Staff wellbeing policy Student Centre pupil dress code policy Suspension and exclusion policy Sustained exceptional performance policy Teacher appraisal policy Teachers' pay policy Time off for public duties policy Use of electronic mail policy and guidelines Use of internet policy and guidelines Visitor management procedure Whistle blowing policy Work experience and careers education policy Workplace drug and alcohol testing policy and procedure	School website https://www.kingsmillschool.co.uk/adding-pages/policies The majority of our policies are available on the school website. For those not published please contact the School Business Manager to request an electronic copy. kingsmill.specialschool@eastriding.gov.uk	
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Record management and personal data policies • Data protection policy • Appropriate policy document • Data Protection Impact Assessment (DPIA) Procedure • Records management & data quality policy • Retention schedule • Information sharing agreements • Privacy notices	School website https://www.kingsmillschool.co.uk/adding-pages/policies	Free
Charging regimes and policies Charging & remissions policy	School website https://www.kingsmillschool.co.uk/adding-pages/policies	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Disclosure logs	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
Asset register	Inspection only Contact the School Business Manager	
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Inspection only Contact the School Business Manager	
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.		
Extra-curricular activities	School website www.kingsmillschool.co.uk	
Services for which the school is entitled to recover a fee, together with those fees	Electronic/hard copy Contact the School Business Manager	5p/page Hard copy
School publications, leaflets, books and newsletters	School website https://www.kingsmillschool.co.uk/school-blog/letters-to-parents	
Contact Details Kings Mill School, Victoria Road, Driffield, YO25 6UG Telephone: 01377 253375 Email: kingsmill.specialschool@eastriding.gov.uk		

Schedule of Charges

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet. Black & white. Postage	Actual cost incurred Actual cost of Royal Mail second class post