



Alexandra School

Alexandra School
Alexandra Road
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Freedom of Information Publication Scheme

Approved and adopted by the Governing Body on 18 January 2017

Freedom of Information Publication Scheme

1. Introduction

The Freedom of Information Act 2000 (FOIA) requires that public authorities, including maintained schools, should be clear and proactive about the information they will make publicly available through the production of a publication scheme.

2. Freedom of information publication scheme

Alexandra School has adopted the model publication scheme prepared and approved by the Information Commissioner.

3. Classes of information published

The publication scheme specifies 7 categorisations or 'classes' of information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

4. Information guide

Appendix I contains a guide to information that Alexandra School makes available under these 7 classes, how this information can be obtained, and whether any charges will apply.

5. How to request information

If a paper copy of any of the documents within the scheme is required, the enquirer should contact the school by letter or email, or fax, stating their name and correspondence address, and describing the information required. Contact details are as follows:

- Postal address: Alexandra School, Alexandra Road, Kingston upon Thames, Surrey KT2 6SE
- Email: office@AXI.rbksch.org
- Fax: 020 8549 8040
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To assist in processing requests quickly, correspondence should be marked "Publication Scheme Request". Requests will be dealt with within 20 days (excluding school holidays)

Some information may only be available for inspection; in this case an appointment must be made in advance.

6. Charging for information requests

Information which is published and accessed on the school's website will be provided free of charge. Charges may be made if we have to do a significant amount of photocopying or printing. We also reserve the right to charge postal costs. Photocopying is charged at 2p per copy (monochrome) and 14p per copy (colour). Postage is charged at Royal Mail 2nd class rates.

If we do need to make a charge we will notify the enquirer before proceeding with their request.

7. Information which cannot be made public

Some information, including personal data, will not be made available under this publication scheme. This includes information which is protected from disclosure by law, information in draft form and information that is no longer readily available, for example where it is contained in files which have been placed in archive storage.

8. Monitoring and review

The publication scheme covers information already published and information that is to be published in the future. Periodic reviews of our publishable material will be conducted, at least every 2 years, to ensure that the information guide in Appendix I remains up to date.

Next Review January 2019

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Appendix 1 Freedom of Information

Guide to information available from Alexandra School under the model publication scheme

We attempt to make as much of our published information as possible available on our website. Where hard copy is specified below there will not normally be any charge made for providing a copy of the document. Charges may be made if multiple copies, or multiple documents are requested.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information:	(hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body / board of governors and the basis of their appointment	Website
Instrument of Government	Hard copy
Contact details for the Head teacher and for the governing body, via the school.	Website
Staffing structure	Hard copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website
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:	(hard copy and/or website)
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Details of expenditure items over £2000	Hard copy
Procurement and contracts/projects (items over £5000)	Hard copy
Pay policy	Hard copy
Staff allowances and expenses (RBK policy)	Hard copy
Staffing, pay and grading structure.	Hard copy
Governors' allowances.	Hard copy
Class 3 – What our priorities are and how we are doing	(hard copy or website)

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Supporting Pupils With Medical Conditions (Incorporating the Medicines Policy)	Website
Anti-Bribery Policy	Hard copy
Teacher Appraisal and Capability	Hard copy
Pay Policy	Hard copy
PPA Cover Pay Guidelines	Website
SEND Policy	Website
E-safety Policy	Hard copy
Lettings Policy	Hard copy
Confidentiality Policy	Hard copy
British Values Statement	Hard copy
DBS Clearance Guidelines	Website
Staff Code of Conduct	Hard copy
Staff Discipline And Grievance	Website
Anti- Bullying Policy	Website
Physical Intervention Policy	Website
Guidance on Continence	Website
Whistle Blowing	Website
Health and Safety	
Records management and personal data policies, including: Data protection (including information sharing policies)	On request
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include 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.	Website
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register):.	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	By request
Disclosure logs	By request (details of governors' business interests on website)
Asset register	By request

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Any information the school is currently legally required to hold in publicly available registers	By request
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only :</p>	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Website
School publications, leaflets, books and newsletters	Website/hard copy

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2.p per sheet (black & white)	Actual cost
	Photocopying/printing @ 14.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

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