

# SEVEN KINGS SCHOOL



## FREEDOM OF INFORMATION PUBLICATION SCHEME

<b>Date agreed by the Governing Body/Executive Headteacher</b>	<b>SUMMER 2021</b>
<b>Date of next review</b>	<b>SUMMER 2024</b>

## 1. What our publication scheme is and why it has been developed

This publication scheme commits Seven Kings School to make information available to the public as part of its normal activities and in accordance with its duties under the Freedom of Information Act (usually referred to as FOI).

This publication scheme commits Seven Kings School to:

- Proactively publishing or otherwise make available as a matter of routine, information, including relevant environmental information, which is held by the school and falls within the categories 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 easily identified and accessed by the public.
- To review and update on a regular basis the information that the school makes available under this scheme.
- To clarify where charges may be applied for information which is available upon request.
- To make this scheme available to the public through the school's website.

This publication scheme sets out an overview of the information that is provided through our website. This information regularly changes and is updated as required by the school. The information provided complies with the school's statutory obligations as set out in regulations.

The following are some of the information that is made available through the school's website:

- School Prospectus
- School values and aims
- Curriculum information
- Governor documents
- School policies
- Examination results
- Links to Ofsted reports
- Information relating to the school day and term times

## 2. How to request information

If an individual requires a printed copy of any material available within the scheme then this request should be made in writing to the school in one of the following ways:

<b>By post:</b>	
Seven Kings Primary School	Seven Kings Secondary School
2 Perth Road Ilford Essex IG2 6AU	Ley Street Ilford Essex IG2 7BT
<b>By email:</b>	
<a href="mailto:v.faria@sevenkings.school">v.faria@sevenkings.school</a>	<a href="mailto:c.obrien@sevenkings.school">c.obrien@sevenkings.school</a>

To help the school to process the request it should be clearly marked “publication scheme request”.

Wherever possible, information available within this scheme will be provided on our website. Where it is impracticable to do so in exceptional circumstances then a copy will be made available upon request to the school for an individual to view. If the school is required to provide copies or print documents to meet the request then a charge will be made to the individual. These charges may be applied for:

- Photocopying
- Postage and packing
- Any costs directly incurred as a result of viewing the information
- Staff time to produce the materials

Any charges will be made in accordance with the terms of the Re-use of Public Sector Information Regulations 2015.

### **3. Exemptions**

The decisions to apply an exemption can be made by the Executive Headteacher, the Chair of Governors or the Governing Body at one of its meetings. Information to be treated as exempt will include information that relates to an individual member of staff, pupil or parent or to commercially sensitive information such as tenders (unless the school is required by statute to publish the information).

When deciding whether to apply an exemption not to disclose any information the school must decide whether the public interest in disclosure outweighs the objections to the disclosure. If it does then the information will be disclosed.

Any appeals against an exemption should be made to the Chair of Governors via the school office.