



# Kendrick School

## Freedom of Information (Publication Scheme) Policy

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# Freedom of Information (Publication Scheme) Policy

## Kendrick School

### 1. Introduction to the scheme

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form or on our website. Some information may not be held public, for example personal information. This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner.

### 2. School Aims and Objectives

The aims and objectives of Kendrick School are:

- to create conditions which enable all students to have the opportunity to maximise their abilities and achieve excellence
- to introduce students to the challenges and pleasures of academic study, intellectual curiosity and the ability to think
- to offer a curriculum which is wider than the National Curriculum and contains balance, coherence and continuity
- to create an ethos of self- discipline and self- motivation
- to encourage all students to make a worthwhile contribution to the school and the wider community
- to understand and value our multicultural society and our environment
- to help to develop happy, well-balanced individuals both mentally and physically who are confident, adaptable and resilient and able to see their worth as people
- to develop the foundations which will enable students to become independent learners who will wish to continue their education either at further education establishments or in the working environment
- to benefit from the strengths of a selective single sex school whilst developing the skills and qualities which enable students to take up their chosen roles in society and equip them for the challenges of the future
- to value and foster spiritual development and moral values which include honesty and integrity
- to promote the well-being of students at the school
- to promote community cohesion

### 3. Categories of information published

The publication scheme provides guidance on the information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

#### 1. Who we are and what we do?

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

#### 2. What we spend and how we spend it?

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

**3. What our priorities are and how we are doing?**

Strategy and performance information plans, assessments, inspections and reviews

**4. How we make decisions?**

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

**5. Lists and Registers**

Information held in registers required by law and other lists and registers relating to the function of the school

**6. The services we offer**

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

More detail of the information published under each class is set out in Appendix A.

Information, the disclosure of which is prevented by law or exempt under the FOIA, or is otherwise properly considered to be protected from disclosure:

- Information in draft form
- Information that is no longer readily available and /or contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**4. How to request information**

Where it is within the capability of the school, information will be provided or made accessible on our website. If paper versions are required of any of the documents within the scheme, please contact the academy. Contact details are set out below.

Email: [admin@kendrick.reading.sch.uk](mailto:admin@kendrick.reading.sch.uk)

Tel: 0118 9015859

Fax: 0118 9015858

Contact Address: Data Protection Controller, Kendrick School  
London Road, Reading, RG1 5BN.

To process requests quickly, correspondence should be marked "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). If the information does not appear to be available in the publications scheme, a request can be made and the school will consider the request in accordance with the provisions of the FOIA.

The Governing Body has delegated to the Headteacher the day to day responsibility for the school's Freedom of Information policy.

Accordingly any request for information not set out in the publication scheme should be made in writing to:

The Headteacher

Kendrick School

London Road

Reading

RG1 5BN

Requests should be marked clearly 'Freedom of Information Request'

**5. Paying for information**

Usually there is not a charge for any information requested. However, if a request involves a lot of photocopying or printing, or payment of a large postage charge, or is for a priced item such as printed publications or videos and thereby exceeds the appropriate limit to comply with a request, the school may charge for complying with the request. Charges will be made in respect of calculating whether the appropriate limit has been exceeded, communication costs and staff time.

## 6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint about the scheme then initially this should be addressed to:

The Chair of Governors  
Kendrick School  
London Road  
Reading  
RG1 5BN

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:  
**Information Commissioner,  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF**

Or Enquiry / Information Line: 01625 545 700 E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).  
Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Appendix A

Freedom of Information - a guide to information available from Kendrick School under its publication scheme.

### 1. Who we are and what we do?

Academy Funding Agreement
School staff and structure and key personnel
Governing body -names and details and the basis of appointment
School opening times, term dates and holidays
Location and contact details –address, telephone number
Contact details of the Headteacher and the Governing Body
School Prospectus
Exam results
Number of students on roll

### 2. What we spend and how we spend it?

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

Annual budget plan and financial statements ( current and previous 2 financial years)
Capital funding – capital funding allocations and details of related building projects
Additional funding – income generation and other sources funding

Procurement and contracts - details of procurement processed for the acquisition of goods and services
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Pay policy - procedures regarding teachers' and support staff pay
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### 3. What our priorities are and how we are doing?

Strategy and performance information plans, assessments, inspections and reviews

Government supplied performance data
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Ofsted reports – summary and full report
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Whole School Development Plan
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Performance management information
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Child Protection and Safeguarding policies – promoting the welfare and safety of students
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Pupil Premium Grant and Bursary funding -policies and how it is used
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### 4. How we make decisions?

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

Admissions Policy – arrangements and procedures and right of appeal
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Governing Body meeting, agendas and minutes( current and previous 2 years other than information that is considered to be private)
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Other policies and procedures including:
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- Health and Safety and risk assessment policy
- Complaints procedure
- Staff code of conduct and behaviour policy
- Staff well-being in the workplace policy
- Staff absence policy
- Discipline and grievance policies and procedures
- Staff recruitment and selection policy
- Capability Procedures policy
- Equal opportunity policy
- Anti- fraud policy
- Fairness and Dignity at Work policy
- Pay policies
- Performance Management policy
- Probationary Policy
- Attendance policy
- Homework policy
- Anti-bullying policy
- Education visits policy
- Sex and relationship policy
- Special educational needs policy
- Spiritual and Moral development policy
- Lettings and charges policy
- Charging and remission policy
- Student behaviour policy
- ICT information and e-safety
- Records retention policy
- Assessment Recording and Reporting policy
- Children in Care policy
- Citizenship policy
- Collective Worship policy

- Communication (Literacy) policy
- Confidentiality policy
- Critical incident Traumatic Event policy
- Curriculum Policy statement policy
- Disability equality policy
- Drugs policy
- Evacuation policy
- Exam policy
- First Aid and sickness policy
- Foreign students policy
- Gifted and talented policy
- Inclusion Policy statement
- International policy
- Learning and Teaching policy
- LGPS Employer policy statement
- Library policy
- Loss and bereavement policy
- No smoking policy
- Reserves and investment policy
- Safeguarding policy
- School minibus policy
- Security policy
- Uniform policy
- Whistleblowing policy
- Year 7 and Year 12 Admission policies policy

## 5. Lists and Registers

Information held in registers required by law and other lists and registers relating to the function of the school

Any information the school is currently legally required to hold in publicly available registers
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## 6. The services we offer

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

Curriculum circulars and resources
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Administrative memoranda sent by DfE
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Newsletters
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