



# Kingsway Junior School

*'Developing Confident, Enthusiastic and Happy Learners!'*

## Publication Scheme on information available under the Freedom of Information Act 2000

(Based on Information Commissioner's Office Model Scheme)

|  |                        |
|--|------------------------|
| Responsible committee                  | Governing Body         |
| Date Reviewed                          | Autumn 2025            |
| Next Review                            | Autumn 2027            |
| Signed on behalf of the Governing Body | <i>Caroline Loison</i> |
| Print Name                             | Caroline Loison        |

# Kingsway Junior School



## Freedom of Information Publication Scheme

### 1. Introduction

This publication scheme commits Kingsway Junior 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 the school:

- To proactively publish 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 falls within the classifications below. – see Appendices 1 and 2.
- 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 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## **2. Classes of information**

### **Class 1 - Who we are and what we do**

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

### **Class 2 - What we spend and how we spend it**

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

### **Class 3 - What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **Class 4 - How we make decisions**

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

### **Class 5 - Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Class 6 - Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **Class 7 - 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.

## **3. The method by which information published under this scheme will be made available.**

- 3.1 The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2 Where it is within the capability of the school, information will be provided on the school website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

- 3.3 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.
- 3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.
- 3.5 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.

#### **4. Paying for information**

The school does not charge for information which is accessed on our website and single copies of information requested from the school office are generally provided free. However, if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

#### **5. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: [admin@kingswayjm.herts.sch.uk](mailto:admin@kingswayjm.herts.sch.uk)

Tel: 01923 672 583

Contact Address: Briar Rd, Watford, WD25 0JH

Alternatively, you can visit our school website at [www.kingswayjm.herts.sch.uk](http://www.kingswayjm.herts.sch.uk)

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

#### **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 then initially this should be addressed to:

Headteacher, Kingsway Junior School, Briar Rd, Watford, Herts WD25 0JH

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.ico.gov.uk](http://www.ico.gov.uk)

## Appendix 1

### **Guide to Information Available from Kingsway Junior School** **under the Freedom of Information Publication Scheme**

#### **Class 1 - Who we are and what we do**

Organisational information, structures, locations and contacts. Only the current information is available.

| <b>Information</b>                         | <b>Availability</b>           |
|--|-------------------------------|
| <b>Instrument of Government</b>            | Paper copy from school office |
| <b>School prospectus</b>                   | )                             |
|  | )                             |
| <b>Details of the Governing Body</b>       | )                             |
|  | ) School website              |
| <b>School session times and term dates</b> | )                             |
|  | )                             |
| <b>Location and contact information</b>    | )                             |

#### **Class 2 - What we spend and how we spend it**

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Information for the current and previous two financial years is available.

| <b>Information</b>                                 | <b>Availability</b>             |
|--|---------------------------------|
| <b>Annual budget plan and financial statements</b> | )                               |
|  | )                               |
| <b>Capital funding</b>                             | )                               |
|  | )                               |
| <b>Additional Funding</b>                          | ) Paper copy from school office |
|  | )                               |
| <b>Procurement and contracts</b>                   | )                               |
|  | )                               |
| <b>Staffing and grading structure</b>              | )                               |
|  | )                               |
| <b>Pay policy</b>                                  | )                               |
|  | ) See Appendix 2                |
| <b>Governors' allowances and expenses</b>          | )                               |

### Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Only the current information is available.

| Information   | Availability  |
|---|---|
| <b>School profile</b> <ul style="list-style-type: none"><li>• Government-supplied performance data</li><li>• Latest Ofsted report</li></ul> | )<br>) Paper copy from school office/<br>) School website |
| <b>Performance management policy and procedures</b>   | See Appendix 2  |
| <b>Improvement Plans</b>  | )   |
| <b>School's future plans</b>  | ) Paper copy from school office<br>)                      |

### Class 4 - How we make decisions

Decision-making processes and records of decisions.

Current and previous three years as a minimum.

| Information  | Availability                  |
|--|-------------------------------|
| <b>Admissions policy / decisions</b><br>(Excluding individual admission decisions) | School website                |
| <b>Minutes of meetings of the Governing Body</b>                                   | Paper copy from school office |

### Class 5 - Our policies and procedures – See Appendix 2

Current written protocols, policies and procedures for delivering our services and responsibilities.

Current information only

### Class 6 - Lists and registers

Currently maintained list and registers only.

| Information   | Availability                         |
|---|--------------------------------------|
| <b>Curriculum circulars and statutory instruments</b>   | )                                    |
| <b>Disclosure logs</b>  | )                                    |
| <b>Asset register</b>   | ) Paper copy from school office<br>) |
| <b>Any information the school is currently legally required to hold in publicly available registers. (excludes Attendance Register)</b> | )<br>)<br>)                          |

### **Class 7 - The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters.  
Current information only.

| <b>Information</b>                         | <b>Availability</b>                                  |
|--|--|
| <b>Extra-curricular activities</b>         | ) Via letters to Parents/Carer/<br>) School website  |
| <b>Out of school clubs</b>                 | )  |
| <b>School publications</b>                 | ) Paper copy from school office/<br>) School website |
| <b>Leaflets, booklets and newsletters.</b> | )  |



# **Guide to Information Available from Kingsway Junior School under the Freedom of Information Publication Scheme**

## **School Policies and Procedures**

Documents *highlighted in italics* available on the school website, otherwise available as paper copy from school office

|  |
|--|
| <b>Curriculum Policies and Procedures</b>                    |
| Subject policies   |
| Assessment, Recording and reporting                          |
| <i>British Values</i>  |
| <i>Collective Worship</i>                                    |
| <i>Home Learning</i>   |
| <i>Sex &amp; Relationship Education</i>                      |
| Teaching & Learning  |
| <b>Finance Policies and Procedures</b>                       |
| <i>Charging &amp; Remissions</i>                             |
| Debt Recovery  |
| Disposals  |
| Governors' Allowances and Expenses                           |
| Lettings   |
| Schedule of Financial Delegation                             |
| <b>Governors Policies and Procedures</b>                     |
| Governing Body Code of Conduct                               |
| Governors' Classroom Visits                                  |
| Instrument of Government                                     |
| <b>Health, Safety &amp; Security Policies and Procedures</b> |
| <i>Data Protection</i>                                       |
| Emergency Response/Business Continuity Plan                  |
| <i>Health &amp; Safety</i>                                   |
| <i>First Aid</i>   |
| <b>Inclusion/Equality Policies and Procedures</b>            |
| <i>Accessibility Plan</i>                                    |
| <i>Equality Objectives</i>                                   |
| <i>Equality</i>  |
| <i>Pupil Premium</i>   |
| <i>Special Educational Needs and Disability (SEND)</i>       |
| <i>SEND Information Report</i>                               |
| <b>Pupils &amp; Parents Policies and Procedures</b>          |
| <i>Attendance</i>  |
| <i>Behaviour Management</i>                                  |
| <i>Procedure for Dealing with School Based Complaints</i>    |
| <i>Freedom of Information Publication Scheme</i>             |
| <i>Home School Agreement</i>                                 |
| <b>Safeguarding Policies and Procedures</b>                  |
| <i>Positive relationships (Anti-bullying)</i>                |
| <i>Children Looked After</i>                                 |

|   |
|---|
| <i>Child Protection</i>   |
| <i>Drugs Education and Control</i>  |
| <i>Online Safety</i>  |
| <i>Intimate Care</i>  |
| <i>Restrictive Physical Intervention</i>                                    |
| <i>Supporting Pupils with Medical Conditions</i>                            |
| <i>Whistleblowing</i>   |
| <b>Staff Policies and Procedures</b>  |
| Central Record of Recruitment & Vetting Checks                              |
| Code of Conduct   |
| Disciplinary Procedure  |
| Grievance Procedure   |
| Harassment & Bullying   |
| Health & Attendance   |
| Leave of Absence  |
| Safer Recruitment   |
| Staff Pay and Performance Appraisal   |
| Statement of Procedures for Dealing with Allegations of Abuse Against Staff |