Freedom of Information (FOI) Act Publication Scheme

Responsible Person	Toby Butler, Chair of Governors
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Introduction

This Publication Scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This Publication Scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 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.

Classes of Information

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. In particular, any information which would constitute a clear invasion of privacy if disclosed, e.g. personal medical, financial and confidential minutes of meetings.
- 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.

Who we are and what we do

Organisational information, locations, 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 authority.

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

The method by which information will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 that is legally required. Where an authority is legally required to translate any information, it 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.

Charges which may be made for information

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

Material which is published and accessed on a website will be provided free of charge. Hard copies may be requested via an email to office@mps.kent.gov.uk, although charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

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

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 public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If 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 provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

_____	_____	_____
(Signature)	(Role)	(Date)

Appendix 1

School information available under the Publication Scheme

Information to be published	How it can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current and previous financial year as a minimum		
Who's who in the school	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Who's who on the Governing Board and the basis of their appointment	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Instrument of Government	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Contact details for the Headteacher and for the Governing Board	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
School Prospectus	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Staffing structure	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
School term dates / session times	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Address of school and contact details, including email address	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*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	**Inspection only:** via school office	*Free*
Capital funding	**Inspection only:** via school office	*Free*
Financial audit reports	**Inspection only:** via school office	*Free*
Details of expenditure items over £2,000 published at least annually	**Inspection only:** via school office	*Free*

Information to be published	How it can be obtained	Cost
Procurement and contracts the school has entered into directly or via the Local Authority	**Inspection only:** via school office	*Free*
Pay Policy	**Hard copy:** via school office	*Free*
Staff allowances and expenses that can be incurred or claimed	**Inspection only:** via school office	*Free*
Staffing, pay and grading structure in bands of £10,000 or by salary range as a minimum	**Inspection only:** via school office	*Free*
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
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, including: • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report, summary and/or full report • Post-inspection action plan	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Performance Management Policy and procedures adopted by the Governing Board	**Hard copy:** via school office	*Free*
Performance data	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Safeguarding and child protection	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*

Information to be published	How it can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions Policy decisions, but not individual admission decisions	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Agendas and Minutes of meetings of the Governing Board, excluding items deemed Confidential	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) As a minimum this must include current policies, procedures and documents that the school is required to have by including policies and procedures for handling information requests.		
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection, including information sharing policies	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Charging regimes and policies, including details of any statutory charging regimes or charges made for information routinely published clearly stating; what costs are to be recovered, the basis on which they are made and how they are calculated	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Class 6 – Lists and Registers (Currently maintained lists and registers only, excluding the attendance register)		
Curriculum circulars and statutory instruments	**Hard copy:** via school office	*Free*
Asset register	**Inspection only:** via school office	*Free*
Any information the school is currently legally required to hold in publicly available registers	**Inspection only:** via school office	*Free*

Information to be published	How it can be obtained	Cost
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	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Out of school clubs	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
School publications, leaflets, books and newsletters	**Website:** www.mps.kent.sch.uk **Hard copy:** via school office	*Free*
Additional Information Any other relevant school information not itemised in the lists above		
Evidence for Secondary School Place appeals, including copies of annual reports and supporting letter	**Hard copy:** via school office	*Free*

Schedule of charges

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing at 3p per sheet (black & white)	Actual cost
	Photocopying/printing at 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Where appropriate	In accordance with the relevant legislation
Other	Where appropriate	Actual cost