



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Freedom of information Publication Scheme

1. Introduction: what a publication scheme is and why it has been developed

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 all maintained schools, 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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

The aims of our school are clearly set out in other policy documentation; set out in the School Prospectus and on the school website and the Governors and staff work together to pursue those aims. This publication scheme is intended as a means of showing, where required, how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to 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'. These are contained in section 6 of this scheme.

4. 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, or letter. Contact details are set out below.

Email: enquiry@nsg.kevibham.org, Tel: 0121 4648346, Contact Address: King Edward VI Northfield School for Girls, Birmingham, B31 4BP.

Or you can visit our website at nsg.kevibham.org.

If you wish to make a request wherever possible please do so in writing via letter or email and with a clear indication that you are making a Freedom of Information Request

If the information request is made during a time outside of school hours or during school holidays, we will try to acknowledge the request as soon as practicable, but be aware that we have 20 working days to provide a response and school holidays falls outside of working days.

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

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of individual pieces of information covered by this publication are generally provided free unless we inform you otherwise. If your request means that we are required to carry out a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or DVDs we will let you know the cost before fulfilling your request.

6. Classes of Information.

Class 1 – Who we are and what we do:
Organisational information, structures, locations and contacts.
Information in this class will be current information only.
<ul style="list-style-type: none">• Instrument of government or articles of association

Available on King Edward VI Foundation website

- **School prospectus and curriculum**

The contents of the school prospectus (if any).
An outline of the school curriculum.

- **Governing body**

Available on King Edward VI Foundation website

- **Information about and duties of the governors**

Available on school's website

- **Gender pay gap reporting**

Gender pay gap information is found on the website of the King Edward VI Foundation.

[Gender pay gap | King Edward VI Foundation](#)

- **School session times and term dates**

Available on school's website

- **Location and contact information**

Available on school's website

Class 2 – What we spend and how we spend it. Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Make available the financial information for the current and previous two financial years.

- **Annual budget plan and financial statements**

Available on King Edward VI Foundation Website

- **Expenditures**

We are not publishing this information as to not compromise commercial interest set out in section 43 of FOIA

- **Capital funding**

Provide information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.

- **Financial audit reports**

Found on foundation website at [Finances | King Edward VI Foundation](#)

- **Procurement and contracts**

Procurement policy is available upon request

- **Staff allowances and expenses**

Expenses policy is available on request

- **Staff pay and grading structures**

Higher paid staff figures can be found on the webpage linked below

[Governance documents | King Edward VI Foundation](#)

- **Governors' allowances**

Governors do not have any allowances

- **Premiums or other forms of financial support available**

Available on school's website

- **TU facility time reporting**

Schools within the King Edward VI Academy Trust do not operate Trade Union Facility Time.

Class 3 – What our priorities are and how we are doing

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

As a minimum, information in this class to be current information only.

Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.

- **Performance data supplied to the government including performance tables**

Available on school's website

- **Latest Ofsted report**

Available on school's website

- **Performance management information**

Available on request

- **Future plans**

Stakeholders will be consulted before any major plans are actioned which will be made public at an appropriate time on relevant websites

- **Exam and assessment results**

Available on school's website

- **Data protection impact assessments (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant.**

Available on request

Class 4 – How we make decisions.

Decision-making processes and records of decisions.

Make information in this class available for at least the current and previous three years.

- **Admissions policy and decisions**

[Admissions | King Edward VI Foundation](#)

- **Minutes of meetings of the governing body and its committees**

These are available on request

Class 5 – Our policies and procedures

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

Information in this class to be current only.

- **School policies and other documents**

Key policies available on website, other policies are available upon request

- **Records management, personal data and access to information policies**

Data Protection policy, CCTV policy, Archive Collecting and Access policy and privacy notices are available on King Edward VI Website

- **Equality and diversity**

Available on school's website

- **Safeguarding and child protection**

Available on school's website

- **Pay policy**

Available on request

- **Health and safety**

Available on school's website

- **Policies and procedures for human resources and the recruitment of staff**

Vacancies are available on the King Edward VI Foundation website. Policies are available upon request.

- **Careers programme information**

Available on school's website

- **Complaints procedures, including for dealing with parental complaints**

Available on King Edward VI Foundation website

- **Charging regimes and policies**

Available on school's website

Class 6 – Lists and Registers

Information to be in currently maintained lists and registers only.

- **Curriculum circulars and statutory instruments**

Available on school's website

- **CCTV**

CCTV policies are available on the school's website

Class 7 – The services we offer Information about the services the school provides including leaflets, guidance and newsletters.

Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services you could include here are:

- **Extra-curricular activities**
- **Out of school clubs**
- **School publications**
- **Services for which the school is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletter**

7. 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 through the schools complaints procedure which can be found at [Policies | King Edward VI Foundation](#)

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.

Information Commissioner, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113 E Mail: casework@ico.org.uk Website: ico.org.uk