

Freedom of Information Publication Scheme

The Freedom of Information Act 2000 requires all public authorities (including schools) to produce a register of all of the types of information that they make available to the public as part of its normal business activities. This publication scheme follows a model approved by the Information Commissioners Office.

Our school's [Freedom of Information Publication Scheme](#) details the classes of types of information that we are committed to publishing. This list is not an exhaustive list of all of the types of information that we publish. We try to proactively publish as much information as we can where the information would have a wider public interest.

This scheme does not include information that we consider to be sensitive, such as personal information, information prevented from disclosure by law or information about security matters.

Classes of Information

There are seven classes of information that we hold:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- The services we offer

Making Information Available

Information will generally be made available on the school website. Where this is not possible, or when an individual does not wish to access the information through the website, the school will indicate how information can be obtained by other means and provide it by those means. This may be detailed in response to a request or within the scheme itself. This will usually be by way of a paper copy.

In some 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 we are legally required to translate any information, we shall do so.

Charges for Information Published Under this Scheme

The school may charge individuals for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at the minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges will be made to cover:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Single copies of information requested which are covered by the publication scheme will be provided free unless otherwise stated within the scheme. If the request involves a large amount of photocopying, printing or postage, then this may be at a cost. If this is the case the school will declare the cost before fulfilling the request.

How to request information

If you require a paper version of any of the documents within the scheme please contact the school using the contact details below.

Telephone: 01234 376266

Email: kymbrook@ktfederation.co.uk

Address: Kymbrook Primary School, Kimbolton Road, Keysoe, Bedfordshire. MK44 2HH

Please mark all correspondence "Publication Scheme Request" in order to help us process your request quickly. If the information you are looking for isn't available via the scheme, you can still contact the school to ask if we have this information.