



# Freedom of Information Publication Scheme

*Dame Janet Primary Academy an academy as part of*

**The Kennal Academies Trust**

Version:	[3.0 ]
Last reviewed:	[Oct 2019 ]
Next review:	[ October 2021]
Date Agreed by LGB	[Oct 2019 ]

## **About TKAT:**

TKAT (The Kemnal Academies Trust) is one of the largest Multi-Academy Trusts in the South of England with over 40 Primary and Secondary Academies in the TKAT Family.

Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all.

We believe it is important for Academies to retain and promote their individual identity and we endorse earned autonomy across the Trust. Our leaders focus on pupil progress and attainment, and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our pupils are at the heart of everything we do and we strive to inspire learners and change lives as a result of our exceptional educational provision.

## **THE TKAT VISION:**

**INSPIRING LEARNERS, CHANGING LIVES**

## **THE TKAT VALUES:**

Passion  
Collaboration  
Integrity  
Delivery

## **1. WHAT IS A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED**

This publication scheme commits Dame Janet Primary Academy 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 Academy.

The scheme commits the Academy:

- To proactively publish, or otherwise make available as a matter of routine, information, which is held by the Academy and falls within the classifications below
- To specify the information that is held by the Academy 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 Academy 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.

## **2. CLASSES OF INFORMATION**

### **Who we are and what we do**

Organisational information, locations and 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 Academy.

### **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**

The Academy 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 the Academy, information will be provided on our 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 Academy 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 the Academy 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.

### **4. CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME**

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 Academy 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.

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.

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.

### **5. WRITTEN REQUESTS**

Information held by the Academy 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.

## **6. CONTACTING US**

If you require a paper version of this or any other publications/policies, or want to ask whether information is available, please contact the Academy using the following means:

**Email:**

[Office@djpa-tkat.org](mailto:Office@djpa-tkat.org)

**Website:**

[www.djpa-tkat.org](http://www.djpa-tkat.org)

**Address:**

Dame Janet Primary Academy  
Newington Road,  
Ramsgate,  
Kent,  
CT12 6PR

INFORMATION AVAILABLE FROM TKAT UNDER THE PUBLICATION SCHEME

<u>Information to be Published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b>Who we are and what we do:</b> -Organisational information, locations and contacts, constitutional and legal governance.		
Who's who in the school	Link to Staff list on website	FOC
Who's who on the Governing Body and the basis of their appointment	link to document on website	FOC
Academy Prospectus	Link to website/hard copy	FOC
LGB Structure	link to document on website	FOC
LGB Declarations of Interest	link to document on website	FOC
Articles of Association	<a href="https://www.tkat.org/93/documents">https://www.tkat.org/93/documents</a>	FOC
Academy session times and term dates	link to document on website	
Address and Contact Details	<a href="https://www.tkat.org/6/contact-us">https://www.tkat.org/6/contact-us</a>	FOC
<b>What we spend and how we spend it:-</b> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
Statutory accounts	<a href="https://www.tkat.org/93/documents">https://www.tkat.org/93/documents</a>	FOC
Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capitalised funding	<a href="https://www.tkat.org/93/documents">https://www.tkat.org/93/documents</a>	FOC in published accounts
Master Funding Agreement	<a href="https://www.tkat.org/93/documents">https://www.tkat.org/93/documents</a>	FOC
Staff Allowances	<a href="https://www.tkat.org/93/documents">https://www.tkat.org/93/documents</a>	FOC in published accounts
<b>What our priorities are and how we are doing:-</b> Strategy and performance information, plans, assessments, inspections and reviews.		
Performance Management policy and procedures	Hard copy	Schedule of Charges
Academy Performance Data	Link to compare school performance (academy page)	FOC
Trust Ofsted Performance	Link to Ofsted website (academy Page)	FOC

**How we make decisions:-** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Agendas and minutes of LGB meetings	Hard copy	Schedule of Charges
Charging Regime	See Schedule of Charges below	Schedule of Charges

**Our policies and procedures:-** Current written protocols for delivering our functions and responsibilities.

Trust policies including: <ul style="list-style-type: none"> <li>▪ Anti-Slavery and Human Trafficking Statement</li> <li>▪ Health and Safety</li> <li>▪ Complaints Policy</li> <li>▪ Data Protection Policy</li> <li>▪ Data Retention Policy</li> <li>▪ Equality Policy</li> <li>▪ Information Security Policy</li> <li>▪ Privacy Notices</li> <li>▪ Recruitment and Selection Policy</li> <li>▪ Whistleblowing Policy</li> </ul>	<a href="https://www.tkat.org/93/documents">https://www.tkat.org/93/documents</a>	FOC
Behaviour Policy	link to document on website	
Exclusion Arrangements	link to document on website	
Complaints Procedure	link to document on website	
First Aid Policy	link to document on website	
Admissions Policies	link to document on website	

**Lists and registers:-**Information held in registers required by law and other lists and registers relating to the functions of the Trust.

Curriculum Circulars and statutory instruments	Hard Copy	Schedule of Charges
Disclosure Logs	Hard Copy	FOC

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

Leaflets books and newsletters	Website	FOC
Extra Curricular Activities	Hard Copy	FOC
School Publications	Hard Copy	FOC
Out of school Clubs	Hard Copy	FOC

#### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost 3p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation