



Kemnal
Technology
College



FREEDOM OF INFORMATION POLICY

This Policy was reviewed:

April 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

April 2026



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WHAT IS A PUBLICATION SCHEME AND WHY IT HAS BEEN DEVELOPED

This publication scheme commits TKAT 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 TKAT.

The scheme commits TKAT:

- A. 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.
- B. To specify the information which is held by the authority and falls within the classifications below.
- C. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- D. 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.
- E. To review and update on a regular basis the information the authority makes available under this scheme.
- F. To produce a schedule of any fees charged for access to information which is made proactively available.
- G. To make this publication scheme available to the public.
- H. To publish any dataset held by TKAT that has been requested, and any updated versions it holds, unless the TKAT 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 TKAT is the only owner, to make the information available for re-use under



the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.
- [Freedom of Information - Disclosures website](#)

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 authority.

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.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

TKAT 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 TKAT, 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, TKAT 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 TKAT 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 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 TKAT 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

WRITTEN REQUESTS

Information held by TKAT 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. Please email foi@tkat.org

INFORMATION AVAILABLE FROM TKAT UNDER THE PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.		
Who's who on the Trust Board and the basis of their appointment	TKAT Website	FOC
TKAT Structure	TKAT Website	FOC
Articles of Association	TKAT Website	FOC
Address and Contact Details	TKAT Website Academy Website	FOC
What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
Statutory accounts	TKAT Website	FOC
Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capitalised funding (See published accounts)	TKAT Website	FOC
Master Funding Agreement	TKAT Website	FOC
Staff Allowances (See published accounts)	TKAT Website	FOC
What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.		
Performance Management policy and procedures	Hard copy	Schedule of Charges
Trust Performance Data	Link here	FOC
Trust Ofsted Performance	Link here	FOC
Academy performance & Pupil Premium funding	Academy Website	



INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.		
Agendas of meetings of the Board	Hard copy	
Charging Regime	See Schedule of Charges below	
Our policies and procedures: Current written protocols for delivering our functions and responsibilities.		
Trust policies including: <ul style="list-style-type: none"> ❖ Anti-Slavery and Human Trafficking Statement ❖ Health and Safety ❖ Complaints Policy ❖ Data Protection Policy ❖ Data Retention Policy ❖ Equality Policy ❖ Information Security Policy ❖ Privacy Notices ❖ Recruitment and Selection Policy ❖ Whistleblowing Policy 	TKAT Website	FOC
Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the Trust.		
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	TKAT Website Academy Website	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