

This is Kings International College

Publication Scheme on information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

The governing body is responsible for maintenance of this 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 schools should be clear and proactive about the information they will make public and this document will cover all information already published and information to be published in the future. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims of Our School

- A range of relevant information with regard to the structures and systems of the school
- Accurate information regarding academic achievement of cohorts of students
- Information regarding study support
- Policy documentation through the prospectus, website or following a written request, a hard copy

The school will not make public some information, in particular the personal information held on record.

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.

1. School Prospectus – information published in the school prospectus.
2. Governors' Documents – information published in the School Profile and in other governing body documents.
3. Pupils & Curriculum – information about policies that relate to pupils and the school curriculum including references to pupil records and incident logs.
4. School Policies and other information related to the school - information about policies that relate to the school in general.

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

tel: 01276 683539
fax: 01276 709503
email: info@kings-international.co.uk
address: Kings International College
Watchetts Drive
Camberley
Surrey
GU15 2PQ

To help us process your request quickly, please clearly mark any correspondence

“FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST” (in CAPITALS please)

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

5. Paying for information

Information published in our website is free, although you may incur costs from you internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free. If your request means that we have to do a considerable amount of photocopying or printing (20 or more copies), or pay a large postage charge, we will let you know the cost before fulfilling your request.

Monitoring

Kings International College monitors the effectiveness of policies and procedures the self-evaluation process.