



The Duke of York's
Royal Military School

Freedom of Information Policy

**Date of Approval by Chairman on behalf of
the Board of Trustees:** 3 October 2022



Signed: Colonel A Thorne

Position: Chairman

Reviewed and agreed by the Chairman on behalf of the Board of Trustees.

Last reviewed:	Feb 2014 May 2015 May 2016 May 2017 May 2018 May 2019 April 2021 September 2022
Next review:	May 2023

ETHOS AND BOARDING AIMS

Ethos

Our aim is to provide all-round education with an academic focus. We will promote the full development of students by providing a secure, professional, and caring environment in which each student is encouraged to reach his or her individual potential and is prepared for the opportunities, responsibilities, and experiences of adulthood. These goals will be achieved in the context of a learning, spiritual, moral, and pastoral ethos, which respects values of Christian and other faith communities, and our unique military tradition.

Boarding Aims

- To promote the personal student values of courage, discipline, respect, integrity, loyalty and commitment within an environment where learning is at its heart.
- To promote a pastoral environment in which **all** students can live, grow and be happy.
- To develop a sense of community and belonging within our 100% co-educational boarding school.
- To develop and foster supportive relationships between students, parents, staff, and other stakeholders.
- To understand and provide for the particular and evolving educational and boarding needs of the military community.
- To promote a respect for the rights of others and their property.
- To promote good manners and develop social skills.
- To promote the “student voice” in the discussion of boarding matters.
- To promote and develop the unique military ethos of the School.
- To provide a boarding environment which develops respect for others and where bullying or other forms of harassment are not tolerated.
- To provide students with a range of activities and experiences which will develop their character, resilience, and leadership skills, allowing students to make a positive contribution to our School community and beyond.
- To provide the highest quality boarding accommodation, pastoral care and medical care that complies with the National Minimum Standards for Boarding Schools and exceed them wherever possible.

FREEDOM OF INFORMATION ACT POLICY

This is the Duke of York's Royal Military School's Publication Scheme on information available under the Freedom of Information Act 2000.

The Board of Trustees is responsible for the maintenance of this scheme.

1. Introduction

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 information will be published.**
- **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 available in paper form from the School.

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

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The real strengths of the School are our educational standards and pastoral care:

- We will build on our already excellent academic record
- We will develop each and every child – and offer them life skills and leadership opportunities, developing citizens and preparing them for adult life
- We will offer outstanding pastoral care – and to be a home from home to the children – especially those of military families whose lives are so often disrupted by the demands of their parents' service in the Armed Forces. The full boarding provision – which stands it apart from most independent schools – will play a big part in this, making it a favourable option for those Service parents entitled to claim Continuity of Education Allowance.
- We will combine the unique and special ingredients of military and education.

This publication scheme is a means of showing 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.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the School prospectus.

Trustees' Documents – information published in the Trustees' Annual Report and in other Board of Trustee documents

Pupils & Curriculum – information about policies that relate to pupils and the School curriculum.

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 (or you can visit our website at www.doyrms.com).

Email: admin.office@doyrms.com
Tel: 01304 245023
Fax: 01304 245019
Contact address: Guston, Dover, Kent CT15 5EQ

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

“PUBLICATION SCHEME REQUEST” (in capitals please).

If the information you are looking for is not available via the scheme (and is not 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 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 unless otherwise stated in section 6. If your request means that we have a lot of photocopying or printing or will have to pay a large postage charge or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated by a £ sign in the description box.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the School prospectus.

The statutory contents of the School prospectus and website are as follows, (other items may be included in the prospectus at the school’s discretion):

- The name, address and telephone number of the School, and the type of school.
- The names of the Principal and the Chair of Governors.
- A statement of the School’s ethos and values.
- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.
- Information about the School’s policy on providing for pupils with Special Educational Needs (SEND).
- Link to the Department of Education’s site in relation to examination results.
- A summary of GCSE/BTEC and GCE A/AS level results in the school locally and nationally.
- The destinations of School leavers.¹
- The arrangements for visits to the school by prospective parents.

Trustees’ Annual Report and other information relating to the Board of Trustees – this section sets out information published in the Trustees’ Annual Report and in other Board of Trustee documents.

The School follows the Academies Accounts Direction each year, which sets out the requirements and provides guidance when preparing our annual report and financial

statements for each accounting period ending 31 August. The Accounts Direction is based on Charities SORP (Statement of Recommended Practice) SORP 2015 as amended by Charities SORP (FRS102) and Financial Reporting Standard [FRS] 102. The Accounts Direction is published by the Education & Skills Funding Agency (ESFA) as the agent of the Secretary of State for Education. The Department for Education (DfE) has ultimate responsibility and accountability for the School's financial framework as described in the Academies Financial Handbook. The School follows the Coketown Academy model template produced by the ESFA.

Statutory Policies - All statutory policies can be found on the Duke of York's Royal Military School website – www.doyrms.com

7. Feedback and Complaints

If you want to make any comments about this policy, require further assistance or wish to make a complaint, then initially this should be addressed to the Principal at the School address.

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. They can be contacted at:

- ***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF***
- **Enquiry/Information Line: 0303 123 1113**
- **Email: casework@ico.org.uk**
- **Website: www.ico.org.uk**

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