



The Duke of York's Royal Military School

Freedom of Information Policy

Date of Approval

02 May 2024

Approved By

Alex Foreman

Role

Principal

Signed

Last Reviewed	April 2024
Next Review	April 2025



Ministry
of Defence



bsa | BOARDING
SCHOOLS'
ASSOCIATION

Guston, Dover, Kent CT15 5EQ Tel: 01304 245023 e-mail: reception@doyrms.com www.doyrms.com

An Academy with charitable status Company registration No 07209122 VAT No 122448143 Registered Office: The Duke of York's Royal Military School, Guston, Dover CT15 5EQ

FREEDOM OF INFORMATION 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 way 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 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 six 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: reception@doyrms.com
Tel: 01304 245023
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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Freedom of Information Publication Scheme**