



Archbishop Temple School

A Church of England Specialist College

FREEDOM OF INFORMATION PUBLICATION SCHEME

Date Agreed : March 2017

To Be Reviewed : March 2018

Name of Policy: Freedom of Information Publication Scheme

Sub-Committee Responsible: Finance & Fabric Committee

Lead Responsibility in School: Headteacher

Source of Policy: (Please tick)

- LA:**
- Diocesan:**
- School:** X
- Other – Please specify:**

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 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 the information will be published; and

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 either available for you on our website to download and print off or available in paper form.

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 school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work, and 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:

- 1.** School Prospectus – information published in the school prospectus.
- 2.** Governors' Documents – information published in the Governors Annual Report and in other governing body documents.
- 3.** Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.
- 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, or you can visit our website at www.archbishoptemple.lancs.sch.uk

Email: info@archbishoptemple.lancs.sch.uk

Tel: 01772 717782

Contact Address: Archbishop Temple School, St Vincent's Road, Preston. PR2 8RA

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't 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 don't 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 stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or 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 information in the description box.

Section 6

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	See Prospectus, Website or hard copy	FREE
Who's who on the governing body and the basis of their appointment	Instrument of Government – hard copy	FREE
Instrument of Government	Hard copy	FREE
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	FREE
School prospectus	Website	FREE
Staffing structure	Hard Copy	FREE
School session times and term dates	Website	FREE
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	10p per sheet
Capitalised funding	Hard Copy	10p per sheet
Additional funding	Hard Copy	10p per sheet
Procurement and projects	Hard Copy	10p per sheet
Pay policy	Hard Copy	10p per sheet
Staffing and grading structure	Hard Copy	10p per sheet
Governors' allowances	Hard Copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	

School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> Summary Full report 	Website	FREE
Performance management policy and procedures adopted by the governing body.	Hard Copy	FREE
Schools future plans	Hard Copy	FREE
Every Child Matters – policies and procedures	Hard Copy	FREE
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy	Website	FREE
Agendas of meetings of the governing body and its sub-committees	Hard Copy	FREE
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety Complaints procedure Discipline and grievance policies Staffing structure implementation plan Information request handling policy Equality and diversity (including equal opportunities) policies 	Website Website Website Hard Copy Hard Copy Website Website	FREE FREE FREE
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Curriculum Sex education Special educational needs Accessibility Race equality Collective worship 	Planners/Website Website Website Website Website Website Website Website	FREE FREE FREE FREE FREE FREE FREE FREE
<ul style="list-style-type: none"> Pupil discipline 	Website	
Records management and personal data policies, including: <ul style="list-style-type: none"> Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) 	Hard Copy Hard Copy Website	10p per sheet

Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	Hard Copy	FREE
Disclosure logs	Hard Copy	
Asset register	Inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy	10p per copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost including admin staff time
	Photocopying/printing @ 20p per sheet (colour)	Actual cost including admin staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation