



ASTON TOWER MULTI-ACADEMY TRUST

ASTON TOWER COMMUNITY PRIMARY SCHOOL

PUBLICATION SCHEME UNDER THE  
FREEDOM OF INFORMATION POLICY

DATE	COMMITTEE	REVIEW DATE
11/07/2022	FTB	2024/2025
24/3/2025	FTB	2028

## **Model Publication Scheme Freedom of Information Act**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

### **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 process, 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.

The authority 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 a public authority, information will be provided on a 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, a public authority 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 an authority 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 the authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.

If you require a paper version of any of the documents with the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [www.astontowerprimary.co.uk](http://www.astontowerprimary.co.uk)

Email: [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk)

Tel: 0121 327 0339

Contact address: Aston Tower Community Primary School, Upper Sutton Street, Aston, Birmingham, B6 5BE

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

GUIDE TO INFORMATION AVAILABLE FROM OUR SCHOOL UNDER THE MODEL PUBLICATION SCHEME

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 1 – Who we are and what we do</u></b> Organisational information, structures, location and contacts. This will be current information only.	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	Website	No charge
Who's who on the Board of Trustees (Directors of the MAT)	Website	No charge
Name of Members of the MAT	Website	No charge
Memorandum and Articles of Association	Website	No charge
Master Funding Agreement and Supplementary Funding Agreement	Website	No charge
Contact details for the Headteacher and for the Board of Trustees, via the school	Website	No charge
School prospectus (if any)	Hard copy requested via the school office	No charge
Annual Report (if any)	Website	No charge
Staffing structure	Hard copy requested via school office	See schedule of charges
School times and term dates	Website	No charge
Address of school and contact details, including email address	Website	No charge

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 2 – What we spend and how we spend it</u></b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Hard copy requested via school office	See schedule of charges
Capital funding	Hard copy requested via school office	See schedule of charges
Financial Audit Reports/Annual Accounts (published by no later than 31 January following the year to which the accounts relate)	Website	No charge
Procurement and contracts the school has entered into, or information relating to/a link to information by an organisation which has done so on its behalf (for example, a local authority?)	Hard copy requested via school office	See schedule of charges
Pay policy	Hard copy requested via school office	See schedule of charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, who basis actual salary is at least £60,000 per annum) by reference to categories	Hard copy requested via school office	See schedule of charges
Trustees' allowances that can be incurred or claimed and a record of total payments made to individual trustees	Hard copy requested via school office	See schedule of charges

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 3 – What our priorities are and how we are doing</u></b>	<b>How the information can be obtained</b>	<b>Cost</b>
Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.		
School profile (if any) and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted/Estyn/Education and Training Inspectorate report: Summary/Full Report</li> <li>• Post inspection action plan</li> </ul>	Website/hard copy requested via school office	No charge/ See schedule of charges
Performance management policy and procedures adopted by the Board of Trustees	Hard copy requested via school office	See schedule of charges
Performance data or a direct link to it	Website	No charge
The school's/MAT's future plan; for example, proposals for and any consultation on the future of the school/MAT such as change of status	Website	No charge
Safeguarding and child protection	Website/hard copy via school office	No charge/See schedule of charges

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 4 – How we make decisions</u></b>	<b>How the information can be obtained</b>	<b>Cost</b>
Decision making processes and records of decisions. Current and previous 3 years as a minimum.		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	No charge
Agendas of meeting of the Board of Trustees and (if held) its sub-committees	Hard copy requested via school office	See schedule of charges
Minutes of meetings of the Board of Trustees (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy requested via school office	See schedule of charges

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 5 – Our policies and procedures</u></b>	<b>How the information can be obtained</b>	<b>Cost</b>
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent.		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	No charge
Agendas of meeting of the Board of Trustees and (if held) its sub-committees	Hard copy requested via school office	See schedule of charges
Minutes of meetings of the Board of Trustees (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy requested via school office	See schedule of charges
School/MAT policies including: <ul style="list-style-type: none"> <li>Charges and Remissions policy</li> <li>Health and Safety policy</li> <li>Complaints policy</li> <li>Freedom of Information Policy</li> <li>Publication Scheme</li> </ul>	Website	No charge

Subject Access Request Policy		
Records management and personal data policies including: Records retention, destruction and archive policy Data protection (including information sharing (Privacy Notice) policies	Website/hard copy via school office	No charge/see schedule of charges
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/hard copy via school office	No charge/see schedule of charges
Equality and diversity Policies, schemes, statements, procedures and guidelines relating to equal opportunities. Policies and procedures for the recruitment of staff and details of vacancies.	Hard copy via school office	

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 6 – Lists and Registers</u></b>	<b>How the information can be obtained</b>	<b>Cost</b>
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard copy requested via school office	See schedule of charges
Disclosure logs	N/A – these are confidential records.	N/A
Asset register	Inspection only contact school office	No charge
Any information the school is currently legally required to hold in publicly available registers	Website/hard copy via school office	No charge/See schedule of charges

<b>Information to be published</b>	<b>Our school and MAT</b>	
<b><u>Class 7 – The services we offer</u></b>	<b>How the information can be obtained</b>	<b>Cost</b>
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.		
Extra-curricular activities	Hard copy requested via school office	See schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
School publications, leaflets, books and newsletters	Website	No charge
Additional information may be published and wherever possible will be made available on the school website and in hard copy format.	Website/hard copy via school office	No charge/See schedule of charges

### Schedule of charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing at 1p per sheet (black and white)	Actual cost incurred by the public authority
Disbursement cost	Photocopying/printing at 5p per sheet (colour)	Actual cost incurred by the public authority
Disbursement cost	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> Class
Statutory fee	N/A	In accordance with any relevant legislation