



Freedom of Information Publication Scheme (SS-19)

Ratified by Trustees:	Mr A Rankin, Chair of Trustees
Signature:	
Date:	February 2024

Ratified by SLT:	Mr R J King, Head of School
Signature:	
Date:	February 2024

Committee Responsible:	Academy Trust Board
Author:	Mr M Smillie, Business Manager
Compliant with Equality Scheme:	Yes
Date of Review:	February 24
Date to be Reviewed:	Every 3 Years – February 2027
Version Number:	04

Version	Date	Comments	Author
02	02.12.19	Minor changes to designated titles	SBA
03	21.11.22	Changes to designated titles	MSM
04	01.02.24	Minor amendments/updates	MSM/AMO
05			
06			

1. Introduction: What is a publication scheme and why it has been developed?

This publication scheme commits Cockermouth School 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.

The scheme commits Cockermouth School to:

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

2. Classes of Information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our Policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the School.

2.7 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.

3. The method by which information published under this scheme will be made available

The school 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 the school, information will be provided on our 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, the school 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 the school 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.

The school reserves the right to redact information which may be sensitive to the commercial activities of the school or personal in nature to specific individuals.

4. 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 school 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.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested in advance of the provision of the information as detailed in our Charging & Remissions Policy.

5. Written requests

Information held by the School 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.

6. Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email or letter. Contact details are set out below or you can visit the school website at www.cockermouthschool.org

Email: reception@cockermouthschool.org

Address: Cockermouth School
Castlegate Drive
Cockermouth
Cumbria
CA13 9HF

Telephone: 01900 898888

To help us process requests quickly, any correspondence should be clearly marked 'PUBLICATION SCHEME REQUEST'.

7. Monitoring, evaluation and review

The School will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

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		
Who's who in the school	School website	No charge
Who's who on the Academy Trust Board and the basis of their appointment	School website	No charge
Instrument of Government	Clerk to Trustees	No charge
Contact details for the Headteacher and for the Academy Trust Board (named contacts where possible with telephone number and email address (if used))	School website	No charge
School prospectus	School website	No charge
Annual Report and financial statements	School website	No charge
Staffing structure	School website	No charge
School session times and term dates	School website	No charge
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		
Annual budget plan and financial statements	Business Manager	Schedule of charges
Capitalised funding	Business Manager	Schedule of charges
Additional funding	Business Manager	Schedule of charges
Procurement and projects	Business Manager	Schedule of charges
Pay policy	School VLP (Firefly)	Schedule of charges
Staffing and grading structure	Business Manager	Schedule of charges
Trustees' allowances	School website	Schedule of charges
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 School website (School Development Plan)		
School profile <ul style="list-style-type: none"> • Government supplied performance data 	School website	No charge

<ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 		
Performance management policy and procedures adopted by the Academy Trust Board.	Headteacher Hard Copy	Schedule of charges
School's future plans	School website	No charge
Safeguarding/Child protection – policies and procedures	School website	No charge
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum School website		
Admissions policy/decisions (not individual admission decisions)	School website	No charge
Agendas of meetings of the Academy Trust Board and (if held) its sub-committees	Hard copy	No charge
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	Schedule of charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
School policies (Published on the school website and/or school VLP (Firefly)).	School website	No charge
	School VLP (Firefly) – upon request	No charge
	Hard copy	No charge
Charging regimes and policies.	School website Hard copy	No charge No charge
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	Schedule of charges
Disclosure logs	Business Manager - Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	Schedule of charges

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	School VLP (Firefly)	No charge
Out of school clubs	School VLP (Firefly)	No charge
School publications	School website	No charge
Services for which the school is entitled to recover a fee, together with those fees	School website	Schedule of charges
Leaflets books and newsletters	School website	No charge
Additional Information: This will provide Cockermouth School the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mr R J King
 Headteacher
 Cockermouth School
 Castlegate Drive
 Cockermouth
 Cumbria
 CA13 9HF

01900 898888

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 10p
	Photocopying/printing @ 20p per sheet (colour)	Actual cost 20p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Headteacher:
Mr R J King BSc

Chair of Trustees:
Mr A Rankin

Cockermouth School · Castlegate Drive
Cockermouth · Cumbria · CA13 9HF

Tel: 01900 898888

cockermouthschool.org
reception@cockermouthschool.org

An exceptional learning experience for all
aspire · enjoy · include · respect · community



With the support of the
Erasmus+ programme
of the European Union

