



# Freedom of Information Publication Scheme

Date of Adoption by Governing Body: \_\_\_\_\_

Chair of Governor's Signature: \_\_\_\_\_

Date to be Reviewed: May 2020

## 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 authority. 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 within this 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 available to the 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 processes, 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.

## **What a Publication Scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

The publication scheme sets out:

- The classes of information which we publish or intend to publish
- The manner in which the 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. Some information which we hold may not be made public, for example personal information.

The scheme does not cover:

- Information that we do not hold
- Information that is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- Information that is archived, out of date or otherwise inaccessible or it would be impractical or resource intensive to prepare the material for routine release

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

## **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'. The classes of information that we undertake to make available are organised into the following areas:

Note: P/C = Postage and Copying charges - postage is charged at the current second class postage rate; copying is charged inclusive of VAT at 10p per copy page.

Information published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <ul style="list-style-type: none"> <li>• Instrument of Government - The Instrument of Government is the document which records the name and category of the school and the name and constitution of the governing body</li> <li>• School Prospectus</li> <li>• Governing Body <ul style="list-style-type: none"> <li>- The names of the governors, the basis on which they have been appointed and committees they sit on</li> </ul> </li> <li>• School term dates and lesson times</li> <li>• Location and contact information <ul style="list-style-type: none"> <li>- The address, telephone number and website for the school together with the names of key personnel</li> </ul> </li> </ul>	<p>Hard Copy</p> <p>Hard Copy / Website Website</p> <p>Website Website</p>	<p>P/C</p> <p>Nil</p> <p>Nil Nil</p>
<p><b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <ul style="list-style-type: none"> <li>• Annual budget plan and financial statements <ul style="list-style-type: none"> <li>- Details of the school's budget distributed by the Local Authority</li> </ul> </li> <li>• Previous year's financial statements <ul style="list-style-type: none"> <li>- Annual income and expenditure returns (CFR)</li> </ul> </li> <li>• Capital funding <ul style="list-style-type: none"> <li>- Details of the capital funding allocated to the school together with information on related projects and other capital projects</li> </ul> </li> <li>• Additional funding <ul style="list-style-type: none"> <li>- Income generation schemes and other sources of funding</li> </ul> </li> <li>• Procurement and contracts <ul style="list-style-type: none"> <li>- Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process</li> </ul> </li> <li>• Pupil Premium <ul style="list-style-type: none"> <li>- How we spend pupil premium funding</li> </ul> </li> <li>• 16-19 Bursary <ul style="list-style-type: none"> <li>- The statement of the school's policy and procedures regarding 16-19 Bursary</li> </ul> </li> <li>• Pay Policy <ul style="list-style-type: none"> <li>- The statement of the school's policy and procedures regarding teachers' pay</li> </ul> </li> <li>• Support Staff grading structure <ul style="list-style-type: none"> <li>- Local Authority Payscales</li> </ul> </li> <li>• Governors' allowances <ul style="list-style-type: none"> <li>- Details of allowances and expenses that can be claimed or incurred</li> </ul> </li> </ul>	<p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Website</p> <p>Website</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p>	<p>P/C</p> <p>P/C</p> <p>P/C</p> <p>P/C</p> <p>P/C</p> <p>P/C</p> <p>Nil</p> <p>Nil</p> <p>P/C</p> <p>P/C</p> <p>P/C</p>

Information published	How the information can be obtained	Cost
<p><b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <ul style="list-style-type: none"> <li>• Latest Ofsted report</li> <li>• Pupil Premium</li> <li>• School Performance Tables</li> <li>• Examination results</li> <li>• School Development Plan <ul style="list-style-type: none"> <li>- Strategic future of school</li> </ul> </li> <li>• Safeguarding and child protection <ul style="list-style-type: none"> <li>- Relevant policies adopted by the Governing Body</li> </ul> </li> <li>• Links with the community <ul style="list-style-type: none"> <li>- For example the school's volunteering programme</li> </ul> </li> <li>• Parental Question responses</li> </ul>	<p>Website Website Website Hard Copy</p> <p>Website</p> <p>Website</p> <p>Hard Copy</p>	<p>Nil Nil Nil P/C</p> <p>Nil</p> <p>Nil</p> <p>P/C</p>
<p><b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions) <i>Information is available at least for the current and previous three years</i></p> <ul style="list-style-type: none"> <li>• Minutes of meetings of the Governing Body and its sub committees Minutes, agendas and papers considered at such meetings are published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</li> </ul>	<p>Hard Copy</p>	<p>P/C</p>
<p><b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only is available</i></p> <ul style="list-style-type: none"> <li>• School policies <ul style="list-style-type: none"> <li>- Including school policies and procedures together with other information related to the school</li> </ul> </li> <li>• Curriculum <ul style="list-style-type: none"> <li>- Key stage 3, 4 and 5 curriculums</li> </ul> </li> <li>• Admissions</li> <li>• Special Education Needs and Disability Policy</li> <li>• Equality and diversity <ul style="list-style-type: none"> <li>- Policies, schemes, statements, procedures and guidelines relating to equal opportunities</li> </ul> </li> <li>• Policies and procedures for the recruitment of staff <ul style="list-style-type: none"> <li>- Recruitment policies and details of current vacancies</li> </ul> </li> <li>• Charging and remissions details <ul style="list-style-type: none"> <li>- Details of charges made by the school for services</li> </ul> </li> </ul>	<p>Website</p> <p>Website</p> <p>Website Website Website</p> <p>Hard Copy</p> <p>Website</p>	<p>Nil</p> <p>Nil</p> <p>Nil Nil Nil</p> <p>P/C</p> <p>Nil</p>

Information published	How the information can be obtained	Cost
<p><b>Class 6 - Lists and Registers</b>            (Currently maintained lists and registers only - this does not include the attendance register).</p> <ul style="list-style-type: none"> <li>• Curriculum Information</li> <li>• Disclosure logs               <ul style="list-style-type: none"> <li>- The disclosure log indicating the information provided in response to requests is readily available.</li> <li>- Disclosure logs are recommended as good practice</li> </ul> </li> <li>• Asset register               <ul style="list-style-type: none"> <li>- Information from capital asset register</li> </ul> </li> <li>• Any information the school is currently legally required to hold in publicly available registers</li> </ul>	<p>Hard Copy            Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy</p>	<p>P/C            P/C</p> <p>P/C</p> <p>P/C</p>
<p><b>Class 7 - The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  <i>Current information only is available</i></p> <ul style="list-style-type: none"> <li>• Extra-curricular activities and out of school clubs</li> <li>• Sports Facility and room hire</li> <li>• School publications (newsletters)</li> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> <li>• Admin services - for example photocopying services</li> </ul>	<p>Website            Website            Website            Hard Copy            Hard Copy</p>	<p>Nil            Nil            Nil            P/C            P/C</p>

### How to request information

Copies of any of the documents within the scheme are obtained through contacting the school by telephone, e-mail or letter. Contact details are set out on the school website.

### 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.