

Publication Scheme

This publication scheme has been prepared using the latest information provided by the Information Commissioner and commits the Education Learning Trust 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 schools.

The scheme commits the ELT to;

- To proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by the Trust/schools and falls within the classifications below.
- To specify the information which is held by the Trust/schools 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 Trust/schools 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.

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 school.

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 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 a school, 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, 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 a 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.

To enable us to process your request quickly, please mark correspondence:

“PUBLICATION SCHEME INFORMATION REQUEST”

Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

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.

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

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

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.

Guide to Information

Schools are expected to make the information outlined below available unless one of the following conditions applies:

- They do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website (such information may have been provided either by the school or on its behalf); in such cases, the school must provide a direct link to that information
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

If this information is only held by another public authority, the school should provide details of where to obtain it.

Information Published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Who's who on the governing body / Trust board and the basis of their appointment	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Articles of Association	school website – ELT section www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Contact details for the Headteacher, the governing body, Trust board via the school (named contacts where possible).	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
School/Trust prospectus	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Staffing structure	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
School session times and term dates	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Address of school and contact details, including email address.	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Class 2 – What we spend and how we spend it		
Trust annual budget plans and financial statements	school website – ELT section www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free

Capital funding	Hard Copy - School Office	Free
Financial audit reports (FMS)	Hard Copy - School Office	Free
Details of expenditure items over £5000	Hard Copy - School Office	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy - School Office	Free
Pay policy	Hard Copy - School Office	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories.	Hard Copy - School Office	Free
Staffing, pay and grading structure.	Hard Copy - School Office	Free
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard Copy - School Office	Free
Class 3 – What our priorities are and how we are doing		
School profile <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted Summary/Full report • Post-inspection action plan 	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy – school office	Free
Performance data or a direct link to it	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact the school office in writing or email to relevant school: admin@meadowbank.stockport.sch.uk admin@bgps.org.uk office@gatleyprimary.com	Free
Safeguarding and child protection	school website www.meadowbankprimary.com www.gatleyprimary.com	Free

	www.bredburygreenprimary.com Hard Copy – school office	
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions)	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Agendas and minutes of meetings of the governing body, Trust board and its committees.	Hard Copy – school office	Free
Class 5 – Our policies and procedures		
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection 	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Charging regimes and policies.	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Disclosure logs	Contact the school office in writing or email to relevant school: admin@meadowbank.stockport.sch.uk admin@bgps.org.uk office@gatleyprimary.com	Free
Asset register	Contact the school office in writing or email to relevant school: admin@meadowbank.stockport.sch.uk admin@bgps.org.uk office@gatleyprimary.com	Free
Any information the school is currently legally required to hold in publicly available registers	Contact the school office in writing or email to relevant school: admin@meadowbank.stockport.sch.uk admin@bgps.org.uk office@gatleyprimary.com	Free
Class 7 – The services we offer		
Extra-curricular activities	Relevant school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free

Out of school clubs	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
Services for which the school is entitled to recover a fee, together with those fees	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free
School and Trust publications, leaflets, books and newsletters	school website www.meadowbankprimary.com www.gatleyprimary.com www.bredburygreenprimary.com Hard Copy – school office	Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Published Information & FOI: Photocopying/printing @ 0p per sheet (black & white)	Free of charge
	Published Information & FOI: Photocopying/printing @ 0p per sheet (colour)	Free of charge
	Published Information: Postage posted 2 nd class.	Free of charge
	FOI Request: Registered delivery or requester to collect from school office and sign receipt.	Cost of secure postage
FOI Requests - Statutory Fee	If there is a charge it will be disclosed before the request is fulfilled.	In accordance with the relevant legislation.
FOI Requests Charges	Refer to section 4.2 Appropriate Limit & Section 5.0 Charging Fees.	In accordance with time it will take to fulfil request to a maximum of £450.00