



Freedom of Information Publication Scheme

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Executive Headteacher	

Status:

Statutory policy or document	Yes
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Every three years	September 2022

Version Control:

Author	Creation Date	Version	Status
Information and Curriculum Support Manager (NB)	25 November 2016	0.1	Draft policy for SVF for consultation with SLT
Changed by	Revision Date		
Information and Curriculum Support Manager (NB)	25 November 2016	0.2	Amended to standard SVF format
Business Manager (SH)	28 November 2016	0.3	Minor amends to format
Information and Curriculum Support Manager (NB)	30 November 2016	1.0	Final version agreed by Executive Headteacher
Business Manager (BW)	21 October 2019	1.1	Updated in line with ICO model publication scheme (October 2015)
Business Manager (BW)	22 October 2019	2.0	Final approved version for publication

1 Overview

1.1 This publication scheme is based on the model publication scheme prepared and approved by the Information Commissioner which is valid until further notice.

1.2 This publication scheme commits the federation to make information available to the public as part of its normal activities. The information covered is included in the classes of information mentioned below, where this information is held by the federation. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

1.3 The scheme commits the federation:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the federation and falls within the classifications below
- to specify the information which is held by the federation 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 federation 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 federation that has been requested, and any updated versions it holds, unless the federation 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 federation 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. NB the term 'dataset' is defined in section 11(5) of the Freedom of Information Act, and the term 'relevant copyright work' is defined in section 19(8) of that Act

2 Classes of information

Who we are and what we do

- **Instrument of Government:** The Instrument of Government is the document which records the name and category of the federation's schools and the constitution of their shared governing body.
- **School curriculum:** An outline of each school's curriculum covering Key Stages 2 and 3 for the middle schools and Key Stages 3 to 5 for the high school.
- **Governing Body:** The names and contact details of the governors and the basis on which they have been appointed.
- **School session times and term dates:** Details of school session times and dates of school terms and holidays.
- **Location and contact Information:** The address, telephone number and email address for each school, together with the names of key personnel and the federation's website details.

What we spend and how we spend it

- **Annual budget plan and monitoring:** Details of sources of funding and income provided to each school by the local authority, central government, or elsewhere, together with annual budget plans and each school's annual income and expenditure.
- **Details of items of expenditure over £5000:** These will be published annually if this information is held by the federation.
- **Pay Policy:** The statement of the federation's policy and procedures regarding teachers' pay.
- **Procurement and contracts:** Details of procedures used for acquisition of goods and services, and details of contracts that have gone through a formal tendering process.
- **Staff allowances and expenses:** Details of allowances and expenses that can be incurred or claimed, including the total of the allowances and expenses paid to individual senior staff members by reference to categories; senior staff members are defined as staff whose basic salary is at least £60,000 per annum.
- **Staff pay and grading structures:** The name and positions of all federation staff and how they may be contacted; includes salaries for senior staff in bands of £10,000, and salaries defined by salary range for all other posts.
- **Governors' allowances:** Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

What our priorities are and how we are doing

- **Government supplied performance data**
- **Latest Ofsted report**
- **Performance management information:** Appraisal Policies and procedures adopted by the governing body.
- **Future plans:** Any major proposals for the future of the federation involving, for example, consultation on a change in school status.
- **Safeguarding and child protection:** The policies and procedures that are in place to ensure that the federation exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

How we make decisions

- **Admissions policy/decisions:** The federation's admission arrangements and procedures including information about the right of appeal; information on application numbers and patterns of successful applicants will be published if this information is held by the federation.
- **Minutes of meetings of the governing body:** Minutes considered at such meetings will be published as soon as practicable, with the exception of information that is properly considered being private to the meeting.

Our policies and procedures

- **Federation/school policies and other documents:** This will include policies, procedures, and documents that the federation is required to have by statute, including, but not limited to:
 - Appraisal Policy
 - Relationship and Sex Education Policy
 - Behaviour Policy

- o Capability Procedure
- o Pay Policy
- o Charging and Remissions Policy
- o Special Educational Needs Policy
- **Records management and personal data policies:** This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
- **Equality and diversity:** This includes policies, schemes, statements, procedures and guidelines relating to equal opportunities.
- **Policies and procedures for the recruitment of staff:** If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
- **Charging regimes and policies:** Details of any statutory charging regimes will be provided; charging policies will include charges made for information routinely published, and will clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Lists and registers

- **Disclosure logs:** All disclosure logs indicating information provided in response to requests will be readily available.
- **Asset register:** Information from capital asset registers will be available if held.
- **Any information the federation is currently legally required to hold in publicly available registers**

2.1 The services we offer

- **Extra-curricular activities**
- **Out of school clubs**
- **Federation/school publications**
- **Services for which the federation is entitled to recover a fee, together with those fees**
- **Leaflets, booklets and newsletters**

2.2 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**

3.1 The federation will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

3.2 Where it is within the capability of the federation, 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 federation will indicate how information can be obtained by other means and provide it by those means.

- 3.3 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.
- 3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the federation is legally required to translate any information, we will do so.
- 3.5 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.

4 Charges which may be made for information published under this scheme

- 4.1 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 federation for routinely published material will be justified and transparent and kept to a minimum.
- 4.2 Material which is published and accessed on the federation's website will be provided free of charge.
- 4.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4 Charges may be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information
- 4.5 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.
- 4.6 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 federation.
- 4.7 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.

5 Written requests

- 5.1 Information held by the federation 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.