

What is a publication scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits us to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations \(2015\)](#))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

Class of Information

There are 7 classes of information we hold:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer.

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.

Making Information Available

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 trust and/or 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.

Charging

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

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B, or with other statutory powers of 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 Request

Information held by our 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.

The Scheme

Class 1 – Who we are and what we do		
Information to be published	How to get a copy	Cost
Who's who in the school	Website	Free
Who's who on the Governing Body and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Website	Free
School prospectus – we use the website as our prospectus	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free

Class 2 – What we spend and how we spend it		
Information to be published	How to get a copy	Cost
<p>Financial statements</p> <p>Annual budget plan – <i>in the financial statements/accounts</i></p> <p>Capitalised funding – <i>in the financial statements/accounts</i></p> <p>Additional funding – <i>in the financial statements/accounts</i></p>	<p>Website</p> <p>Hard copy</p>	<p>£1.00 per page (b&w)</p> <p>£3.00 per page (colour)</p>

Class 3 – What our priorities are and how we are doing		
Information to be published	How to get a copy	Cost
<i>School profile:</i> Government supplied performance data The latest Ofsted report: Summary and Full report	Website	Free
School Development Plan	Website	Free

Class 4 – How we make decisions		
Information to be published	How to get a copy	Cost
Admissions Policy (not individual admission decisions)	Website	Free
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	£1.00 per page (b&w) £3.00 per page (colour)
Minutes of meetings (as above) – this excludes information that is properly regarded as private to the meetings.	Hard copy	£1.00 per page (b&w) £3.00 per page (colour)

Class 5 – Our policies and procedures		
Information to be published	How to get a copy	Cost
<i>School policies including:</i> Charging and Remissions Policy Health and Safety Policy Complaints Policy Behaviour Policy Privacy Notice for Pupils and Parents Equality Policy Safer Recruitment Policy	Website Hard copy	Free
<i>Pupil and curriculum policies, including:</i> Home-school agreement Curriculum Policy Relationships and Sex Education Policy SEND Policy Accessibility Plan Collective worship – <i>need to check this one</i> Behaviour Policy	Website Hard copy	Free

Class 6 – Lists and Registers		
Information to be published	How to get a copy	Cost
Asset register/Inventory – this is not available due to safeguarding reasons	N/A	N/A

Class 7 – The services we offer		
Information to be published	How to get a copy	Cost
Extra-curricular activities	Website	Free
Leaflets and newsletters	Website	Free

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 @ £1.00 per sheet (black & white)	Actual cost @ £1.00 per sheet (black & white)
Photocopying/printing @ £3.00 per sheet (colour)		Actual cost @ £3.00 per sheet (colour)
Postage		Actual cost of Royal Mail standard 2 nd class *

* The actual cost incurred by the school