

Publication Scheme – Freedom of Information Act (FOI)

The Freedom of Information Act (2000) 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 our trust to:

- Proactively/routinely publish information which is held by us falling within the 'classes' 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 - <https://www.legislation.gov.uk/uksi/2015/1415/contents/made>)
- 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:

1. 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.
2. Information in draft form.
3. 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.

Information published under this scheme will be made available by:

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 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 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 the 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 Trust or 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 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 ([link above](#)), where they apply, or with regulations made under FOI Section 11B of the Freedom of Information Act, or with other statutory powers of the Trust/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 the Trust or our Schools 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 obtain a copy	Cost
Who's who in the Trust/School – School & Trust Website	Website	Free
Who's who in the Trust Board/Local Governing Committee and the basis of their appointment – Trust Website	Website	Free
Instrument of Governance – Trust Website	Website	Free
Contact Details for the Headteacher and for the Trust Board/Local Governing Committee – School and Trust Website	Website	Free
School Prospectus – School Website	Website	Free
Staffing Structure – School Website	Website	Free
School Session Times and Term Dates – School Website	Website	Free

Class 2: What we Spend and How we Spend it:		
Information to be Published:	How to obtain a copy	Cost
Financial Statements & Leadership Pay Report – Trust Website	Website	Free
Pay Policy – Trust Website	Website	Free
Trustee and Governor Allowances and Expenses Policy – School & Trust Website	Website	Free

Class 3: What our Priorities are and how we are doing:		
Information to be Published:	How to obtain a copy	Cost
Government supplied performance data – School Website	Website	Free
Latest Ofsted Report – School Website	Website	Free
School Improvement Priorities – School Website	Website	Free

Class 4: What we Make our Decisions:		
Information to be Published:	How to obtain a copy	Cost
Admissions Policy – School and Trust Website	Website	Free
Public Inspection Copies of Trust Board and Local Governing Committees	File in School	Free to View
	Website	Free

Class 5: Policies and Procedures:		
Information to be Published:	How to obtain a copy	Cost
<i>Trust/School Policies including:</i>		
Charging & Letting Policy – School Website	Website	Free
Health & Safety Policy – School Website	Website	Free
Complaints Policy – School Website	Website	Free
Staff Code of Conduct – Trust Website	Website	Free

Grievance Policy – Trust Website	Website	Free
Equality Information and Objectives Policy – School Website	Website	Free
Parent Code of Conduct – School Website	Website	Free
<i>Pupil & Curriculum Policies (School Website) including:</i>		
Home-School Agreement	Website	Free
Curriculum	Website	Free
Relationships and Sex Education Policy	Website	Free
Special Educational Needs Policy	Website	Free
Accessibility Plan	Website	Free
Anti Bullying Policy	Website	Free
British Values Policy	Website	Free
Behaviour Policy	Website	Free
PSHCE Policy	Website	Free
RE Policy	Website	Free
Safeguarding and Child Protection Policy	Website	Free
Supporting Pupils with Medical Conditions and Administering Medication Policy	Website	Free
Suspension and Exclusion Policy	Website	Free
Uniform Policy	Website	Free
<i>Records Management and Personal Data Policies (Trust Website) including:</i>		
Freedom of Information Policy	Website	Free
Data Protection Policy	Website	Free

Class 6: Lists and Registers:		
Information to be Published:	How to obtain a copy	Cost
Asset Register	Can be viewed in school	Free
Inventory Records	Can be viewed in school	Free

Class 7: The Services We Offer:		
Information to be Published:	How to obtain a copy	Cost
Extra-curricular Activities	Website	Free
Leaflets, Books and Newsletters	Website	Free

Schedule of charges:

This describes how the charges have been arrived at:

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/Printing and Paper	Actual Cost
Postage		Actual Cost