

1. 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 our school 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

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- A. Who we are and what we do.
- B. What we spend and how we spend it.
- C. What our priorities are and how we are doing.
- D. How we make decisions.
- E. Our policies and procedures.
- F. Lists and registers.
- G. 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.

3. 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 school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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.

4. Charging

Charges 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 will be requested prior to provision of the information.

5. 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.

6. The Scheme

Class 1 - Who we are and what we do

For example: Organisational information, staffing structures, locations and contacts. This will be current information only. This information may be available on our website or in hard copy or both.

Information to be published online

- Who's who on the governing body and the basis of their appointment .
- School prospectus.
- School term dates.

Information available upon request

- Who's who in the school and Staffing structure.

Class 2 – What we spend and how we spend it

For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum. This information may be available on our website or in hard copy or both.

Information to be published online

- Statutory financial statements
- Pupil premium funding and strategy

Information available upon request

- Annual budget plan
- Capital funding
- Additional funding
- Procurement and projects
- Pay policy
- Governors' allowances

Class 3 – What our priorities are and how we are doing

For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum. This information may be available on our website or in hard copy or both.

Information to be published online

- Government supplied performance data

- The latest Ofsted report
- Performance management policy and procedures adopted by the governing body.

Class 4 – How we make decisions

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. This information may be available on our website or in hard copy or both.

Information to be published online

- Admissions policy/decisions (not individual admission decisions).

Information available upon request

- Agendas of meetings of the governing body and (if held) its sub-committees
- Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.

Class 5 – Our policies and procedures

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. This information may be available on our website or in hard copy or both.

Information to be published online

- Charging and Remissions
- Gifts and Hospitality Policy
- Complaints Procedure
- School Equality Policy
- Child Protection policy
- Accessibility Policy
- SEND Information Report
- SEND Policy
- Behaviour Policy
- Remote Learning Policy
- Online Safety Policy
- Data Protection Policy
- Instrument of Governance
- Records Management

Please note that this is not an exhaustive list of all policies on the website – please see website or contact school for more information.

Information available upon request

- Health and Safety
- Staff code of conduct
- Discipline and grievance policies
- Freedom of information policy
- Curriculum
- Relationship education Policy
- Religious Education Policy

Class 6 – Lists and Registers

For example: Currently maintained lists and registers only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.

Class 7 – The services we offer

For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public. Current information only. This information may be available on our website or in hard copy or both.

Please note some information may only be available by inspection.

Information to be published online

- Extra-curricular activities
- Out of school clubs
- School publications i.e. Prospectus
- Lettings

7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Photocopying/printing @ 10p per sheet (black & white).

Photocopying/printing @ 15p per sheet (colour).

Postage – applied at cost of Royal Mail standard 2nd class post.