

Publication Scheme

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 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.

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.	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
Who's who in the school	Information available on the: School website School prospectus Available from the school office.	If printed, photocopying charge for the number of pages.
Who's who on the governing body and the basis of their appointment	Information on the school website and available from the school office.	If printed, photocopying charge for the number of pages.
Instrument of Government	Information on the school website and available from the school office.	If printed, photocopying charge for the number of pages.
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Information on the school website and available from the school office.	If printed, photocopying charge for the number of pages.
School prospectus	Information on the school website and available from the school office.	If printed, photocopying charge for the number of pages.
Staffing structure	Information on the school website and available from the school office.	If printed, photocopying charge for the number of pages.
School session times and term dates	Information available on the:	If printed, photocopying

	School website School prospectus Available from the school office.	charge for the number of pages.
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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	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
Annual budget plan and financial statements	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.
Capitalised funding	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.
Additional funding	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.
Procurement and projects	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.
Pay policy	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.

Staffing and grading structure	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.
Governors' allowances	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.

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	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
School profile: • Government supplied performance data • The latest Ofsted report: - Summary - Full report	Information on the school website and available from the school office. OFSTED report available from the OFSTED website.	If printed, photocopying charge for the number of pages.
Performance management policy and procedures adopted by the governing body.	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.
Schools future plans	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages.

Class 4 – How we make decisions	• Hard Copy • Website • Both	
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For example: Decision making processes and records of decisions. Current and previous three years as a minimum		
Information to be published	How to get a copy	Cost
Admissions policy/decisions (not individual admission decisions)	Information available on the: School website School prospectus Available from the school office.	If printed, photocopying charge for the number of pages.
Agendas of meetings of the governing body and (if held) its sub-committees	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages.
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages.

Class 5 – Our policies and procedures For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages.

• Staff recruitment policies		
<i>Pupil and curriculum policies, including:</i> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages.
<i>Records management and personal data policies, including:</i> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages.
<i>Charging regimes and policies:</i> This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages.

Class 6 – Lists and Registers For example: Currently maintained lists and registers only	• Hard Copy • Website • Both • Some information may only be available by inspection	
Information to be published	How to get a copy	Cost
Curriculum circulars and statutory instruments	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages

Disclosure logs	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages
Asset register	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	A copy can be requested from the school office.	If printed, photocopying charge for the number of pages

Class 7 – The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	• Hard Copy • Website • Both • Some information may only be available by inspection	
Information to be published	How to get a copy	Cost
Extra-curricular activities	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages
Out of school clubs	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages
School publications	Information available on the: School website	If printed, photocopying charge for

	Available from the school office.	the number of pages
Services for which the school is entitled to recover a fee, together with those fees	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages
Leaflets books and newsletters	Information available on the: School website Available from the school office.	If printed, photocopying charge for the number of pages

Additional Information For example: Anything identified in addition to the above		

7. 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 Black and White - Please refer to Charging Policy	Actual cost *
	Photocopying/printing Colour – Please refer to Charging Policy	Actual cost *
	Postage (dependent on weight and size) - please refer to Charging Policy Or additional costs should the package be larger or be requested as recorded/special delivery.	Actual cost of Royal Mail standard 2 nd class *
Other		

* The actual cost incurred by the school