



# Publication Scheme

2024 - 2025

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<b>Approved by:</b>	Trust Board
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## Version History

March 2023, version 1	
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### **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 trust 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 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

<p><b>Class 1 – Who we are and what we do</b> Organisational information, staffing structures, locations and contacts. This will be current information only.</p>		
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Who's who in the school	Website	No charge
Who's who on the governing body and the basis of their appointment	Website	No charge

Articles of Association	Website	No charge
Contact details for the Principal and for the Governing Body	Website	No charge
School prospectus	Website	No charge
Staffing structure	Website	No charge
School session times and term dates	Website	No charge

<p><b>Class 2 – What we spend and how we spend it</b>  Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</p>		
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Annual budget plan and financial statements	Website Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Capitalised funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Additional funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Pay policy	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Governors'/Trustees' allowances	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum.		
Information to be published	How to get a copy	Cost
Government supplied performance data The latest Ofsted report	Website	No charge
Performance management policy and procedures adopted by the Governing Body.	Website	No charge
Safeguarding – policies and procedures	Website	No charge

<b>Class 4 – How we make decisions</b> 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)	Website	No charge
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Minutes of meetings (as above) – this will exclude information that is properly regarded as 'confidential' to the meetings.	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Information to be published	How to get a copy	Cost
Policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> </ul>	Website Hard copy	No charge

<ul style="list-style-type: none"> <li>Complaints procedure</li> <li>Staff conduct policy Discipline and grievance policies</li> <li>Information request handling policy (as part of the Data Protection Policy)</li> <li>Equality and diversity (including equal opportunities) policies</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>Home-school agreement</li> <li>Sex education</li> <li>Special educational needs</li> <li>Accessibility</li> <li>Behaviour Policy</li> </ul>	Website Hard copy	No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention</li> <li>Data protection</li> </ul>	Website Hard copy	No charge 1.35p per page (b&w) 5.30p per page (colour)

### **Class 6 – Lists and Registers**

Currently maintained lists and registers only.

<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Asset register/Inventory	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

### **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.

<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Extra-curricular activities	Website	No charge
Leaflets books and newsletters	Website	No charge

## **Schedule of Charges**

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

<b>Type of charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost @ 2p per sheet (black & white)
Photocopying/printing @ 5p per sheet (colour)		Actual cost @ 5p per sheet (colour)
Postage		Actual cost of Royal Mail standard 2 <sup>nd</sup> class