



Publication Scheme

What is a Publication Scheme?

The Freedom of Information Act requires all public authorities to produce a register of the types of information it will routinely make available to the public. This publication follows a template approved by the Information Commissioner.

The scheme commits our Trust to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- Specify the information.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

- *Who we are and what we do.*
Organisational information, locations and contacts, constitutional and legal governance.
- *What we spend and how we spend it.*
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- *What our priorities are and how we are doing.*
- Strategy and performance information, plans, assessments, inspections and reviews.
- *How we make decisions.*
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- *Our policies and procedures.*
Current written protocols for delivering our functions and responsibilities.
- *Lists and registers.*
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- *The services we offer.*
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The method by which information published under this scheme will be made available:

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of The Trust, 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 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.

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

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority 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 Parliament.

Charges may be made to cover our costs incurred 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 the 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 the public.

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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 requests

Information held by The Trust 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

Information to be published	How to get a copy	Cost
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	
Who's who on the governing body and the basis of their appointment	Individual School Website	Free
Legal Paperwork	BAT Website	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Individual School Website	Free
School prospectus	Individual school Website	Free
School session times and term dates	Individual School Website	Free
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	
Annual budget plan and financial statements	Hard copy	3p per page (b&w) 6p per page (colour)
Additional funding	Hard copy	3p per page (b&w)

		6p per page (colour)
Pay policy	Hard copy	3p per page (b&w) 6p per page (colour)
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	
<i>School profile:</i> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report: <ul style="list-style-type: none"> – Summary – Full report 	Individual School Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	3p per page (b&w) 6p per page (colour)
Schools future plans/School Improvement Plan	Hard copy	3p per page (b&w) 6p per page (colour)
Class 4 – How we make decisions For example: Decision making processes and records of decisions. Current and previous three years as a minimum	Hard Copy Website Both	
Admissions policy/decisions (not individual admission decisions)	Individual school Website	Free
Information to be published	How to get a copy	Cost

Agendas of meetings of The Board of Trustees and (if held) its sub-committees	Hard copy	3p per page (b&w) 6p per page (colour)
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	3p per page (b&w) 6p per page (colour)
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
<p><i>School policies including:</i></p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff recruitment policies <ul style="list-style-type: none"> • Staff conduct policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies 	Website Hard copy	Free 3p per page (b&w) 6p per page (colour)
<p><i>Pupil and curriculum policies, including:</i></p> <ul style="list-style-type: none"> • Sex education • Special educational needs • Accessibility • Equality • Supporting Behaviour 	Individual School Website Hard Copy	Free 3p per page (b&w) 6p per page (colour)
Information to be published	How to get a copy	Cost

<p><i>Records management and personal data policies, including:</i></p> <ul style="list-style-type: none"> • GDPR policy • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Website Hard copy</p>	<p>Free</p> <p>3p per page (b&w) 6p per page (colour)</p>
<p>Class 6 – Lists and Registers For example: Currently maintained lists and registers only</p>	<p>Hard Copy Website Both information may only be available by inspection</p>	
<p>Asset register/Inventory</p>	<p>Hard copy</p>	<p>3p per page (b&w) 6p per page (colour)</p>
<p>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</p>	<ul style="list-style-type: none"> • Hard Copy • Website • Both • Some information may only be available by inspection 	
<p>Extra-curricular activities</p>	<p>Website</p>	<p>Free</p>
<p>Leaflets books and newsletters</p>	<p>Website</p>	<p>Free</p>
<p>Additional Information For example: Anything identified in addition to the above</p>		<p>3p per page (b&w) 6p per page (colour)</p>

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 @ 3p per sheet (black & white)	Actual cost @ 1.35p per sheet (black & white) plus admin.
	Photocopying/printing @ 6p per sheet (colour)	Actual cost @ 5p per sheet (colour) plus admin.
	Postage	Actual cost of Royal Mail standard 2 nd class *
Other		

* The actual cost incurred by the school