



Freedom of Information Act 2000
Publication Scheme

Document Control Information			
Freedom of Information Act 2000 - Publication Scheme			
Review Period Every 2 years		Review Committee Trustees	
Revision History			
Author	Summary of changes	Issue	Date Authorised
R Righini	New policy extracted section from data protection policy	1	31 st August 2017
R Righini	Changes required by ICO	2	30 th June 2018
R Righini	Changes required by ICO	3	30 th June 2019
R Righini	Review – no changes	4	30/06/2021
Authorisation			
Approved By:		This policy was approved by the Trustees	
Date Approved:		30th June 2021	
Date of Next review:		30th June 2023	
Document Owner & Reviewer:		The senior manager responsible for this policy is the Operations Director	
Equality Impact			
Statement		We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the Equality Act 2010 protected characteristics.	
Screening		The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.	
		This document has been screened by the Equality Team and the impact has been assessed as:	
		<input type="checkbox"/> Not applicable <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	

1. This scheme commits us to make information available for the public as part of our normal business activities. The scheme will be reviewed on a periodic basis. Reproducing material supplied under this scheme without our express permission may be an infringement of copyright. The information is covered by the classes of information set out below.
 - 1.1. Who we are and what we do
 - 1.2. What we spend and how we spend it
 - 1.3. What our priorities are and how we are doing
 - 1.4. How we make decisions
 - 1.5. Our Policies and procedures
 - 1.6. Lists and Registers
 - 1.7. The services we offer
2. These classes will not generally include:
 - 2.1. Information we do not hold
 - 2.2. Information exempt from publication/access by law
 - 2.3. Personal data
 - 2.4. Information already readily available
 - 2.5. Information out of date/inaccessible, eg, in archive etc
 - 2.6. Information that exceeds the appropriate cost/time limits under FOI
3. The information may be made available in various ways:
 - 3.1. Via the website
 - 3.2. Hard copies of information
 - 3.3. Electronic copies of information
 - 3.4. Viewing in person
 - 3.5. Being advised how to access the information
4. Charges for information will be kept to a minimum and in accordance with legislative codes and best practice. Payment may be required prior to the release of the information.
5. Charges may be made to cover costs eg, photocopying, postage and packaging etc.
6. Information not published under this scheme may be requested in writing and the provision will be considered in accordance with FOI.
7. Requests can be made to the Head of Site
8. If you are not satisfied with our response to a request for information you may make a complaint to the Chief Executive Officer
9. After going through our information complaint procedures you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to complain directly to the Information Commissioner's Office:

Wycliffe House,
Water Lane
Wilmslow
Cheshire
SK9 5AF
<https://ico.org.uk/>

10. The Scheme

10.1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

- Instrument of Government / Articles of Association
- School prospectus and curriculum
- Governing Body
- School session times and term dates
- Location and contact information

10.2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- Annual budget plan and financial statements
- Capital funding
- Financial audit reports
- Procurement and contracts
- Pay policy
- Staff allowances and expenses
- Staff pay and grading structures
- Governors' allowances

10.3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

- Performance data supplied to the government
- Latest Ofsted report
- Performance management information
- The school's future plans
- Safeguarding and child protection

10.4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- Admissions policy / decisions
- Minutes of meetings of the governing body and its committees

10.5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

- School policies and other documents
- Records management and personal data policies
- Equality and diversity
- Policies and procedures for the recruitment of staff
- Charging regimes and policies.
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10.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register

- Any information the school is currently legally required to hold in publicly available registers

10.7 **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- Extra-curricular activities
- Services for which the school is entitled to recover a fee, together with those fees.