

# Freedom of Information – Publication Scheme

Approved by **RET Board**

Approved on **January 2016**

SLT contact **Headteacher**

Revision due **Every 2 years**



RUSSELL EDUCATION TRUST

1. Purpose:
  - a. This publication scheme was provided by the DfE having been prepared and approved by the Information Commissioner.
  - b. This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.
2. Policy:
  - a. The school will:
    1. proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
    2. specify the information which is held by the authority and falls within the classifications below.
    3. proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
    4. 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.
    5. review and update on a regular basis the information the authority makes available under this scheme.
    6. produce a schedule of any fees charged for access to information which is made proactively available.
    7. make this publication scheme available to the public.
  - b. Classes of Information
    1. *Who we are and what we do*  
Organisational information, locations and contacts, constitutional and legal governance.
    2. *What we spend and how we spend it*  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
    3. *What our priorities are and how we are doing*  
Strategy and performance information, plans, assessments, inspections and reviews.
    4. *How we make decisions*  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
    5. *Our policies and procedures*  
Current written protocols for delivering our functions and responsibilities.
    6. *Lists and Registers*  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
    7. *The Services we Offer*  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
  - c. The classes of information will not generally include:
    1. 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.
    2. Information in draft form.
    3. 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.
  - d. This scheme contains details of:
    1. The method by which information published under this scheme will be made available
    2. What information is covered by this scheme and how it can be obtained.
  - e. Where possible information will be provided on the 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, a we will indicate how information can be obtained by other means and provide it by those means.

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- f. 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.
  - g. Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.
  - h. 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.
3. Charges which may be made for Information published under this scheme
- a. 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 school for routinely published material will be justified and transparent and kept to a minimum.
  - b. Material which is published and accessed on a website will be provided free of charge.
  - c. Charges may be made for information subject to a charging regime specified by Parliament.
  - d. Charges may be made for actual disbursements incurred such as:
    - photocopying
    - postage and packaging
    - the costs directly incurred as a result of viewing information
  - e. 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 by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
  - f. 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.
4. Written Requests
- a. Information held by a public authority 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. Please email write to the school at the address on the website.

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## Publication Scheme

1. Who we are and what we do – current information only  
(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Charge
Academy Funding Agreement – a link to the document on the Department for Education’s website		
Academy Order (if applicable)		
School staff and structure – names of key personnel		
Governing body – names and contact details of the governors and the basis of their appointment		
School session times, term dates and holidays		
Location and contact information – address, telephone number and website		
Contact details for the Principal and the Governing Body		
School Prospectus		
School Session times and term dates		
GCSE results – a link to the data on the Department for Education’s website		

2. What we spend and how we spend it  
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained	Charge
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects		
Additional funding – Income generation schemes and other sources of funding.		
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.		
Staffing and grading structure		
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.		
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.		

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3. What our priorities are and how we are doing – current information only  
(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Charge
School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> </ul>		
Performance management information		
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.		
Child protection – policies and procedures on safeguarding and promoting the welfare of children.		

4. How we make decisions - current and previous three years  
(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Charge
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.		
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.		

5. Our policies and procedures – current information only  
(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Charge
School policies including: <ul style="list-style-type: none"> <li>Charging and remissions policy</li> <li>Health and Safety and risk assessment</li> <li>Complaints procedure</li> <li>Staff conduct policy</li> <li>Discipline and grievance policies</li> <li>Pay policy</li> <li>Staffing structure implementation plan</li> <li>Information request handling policy</li> <li>Staff recruitment policies</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>Home-school agreement</li> <li>Curriculum</li> <li>Sex education</li> <li>Special education needs</li> <li>Accessibility</li> <li>Race equality</li> <li>Collective worship</li> <li>Careers education</li> </ul>		

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<ul style="list-style-type: none"> <li>• Pupil discipline</li> </ul>		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>		
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>		
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>		

## 6. Lists and Registers – currently maintained lists and registers only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers		

## 7. The services we offer – current information only

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		