



PLYM ACADEMY TRUST FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

Introduction

One of the aims of the Freedom of Information Act 2000, is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme setting out

- The classes of information we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

The Plym Academy Trust have adopted the model publication produced for schools by the Information Commissioners Office.

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

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 authority 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 a public authority, 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, a public authority 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 **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.

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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 for actual disbursements 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 by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 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.

Date of policy/review

June 2017

Review June 2018

Freedom of Information

Guide to information available from Glen Park Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	School web site	Free
Who's who in the school	School web site	Free
Who's who on the governing body and the basis of their appointment	School web site	Free
Instrument of Government	Can be viewed in school office	free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School web site	Free
School profile	http://schoolsfinder.direct.gov.uk/879xxx/school-profile	Free
Staffing structure	School web site	Free
School session times and term dates	School web site	Free
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy available from school office	

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Freedom of Information

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Annual budget plan and financial statements	Hard copy available from school office	Photocopying cost
Capitalised funding	Hard copy available from school office	Photocopying cost
Additional funding	Hard copy available from school office	Photocopying cost
Procurement and projects	Hard copy available from school office	Photocopying cost
Pay policy	Hard copy available from school office	Photocopying cost
Staffing and pay & grading structure –	Hard copy available from school office	Photocopying cost
Governors' expenses	Hard copy available from school office	Photocopying cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	School web site	Free
Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	http://schoolsfinder.direct.gov.uk/8792694/school-profile	Free
Performance management policy and procedures adopted by the governing body.	Hard copy available from school office	Photocopying cost
Schools future plans – School Development and Improvement plan	Hard copy available from school office	Photocopying cost
Performance data or a direct link to it	School web site	Free

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Safeguarding and child protection	School web site	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	School web site	Free
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy available from school office	Photocopying cost
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy available from school office	Photocopying cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Equalities • First Aid • Health and Safety • Complaints procedure Equality and diversity (including equal opportunities) policies Managing Allegations against staff & Volunteers Medical Needs Policy Mobile Phone Policy Photographic & Video Images Safeguarding Policy School Meals Debt Recovery	School web site Hard copy available from school office	Free

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<p>Pupil and curriculum policies & Practice , including:</p> <ul style="list-style-type: none"> • Home-school agreement • Anti Bullying • Attendance • Calculation • Child Protection • Early Years • Homework • Positive ralationships & Behaviour • Sex education • Special educational needs • Collective worship • Relationships (incorporating behaviour and anti bullying) 	School web site	Free
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy available from school office	Photocopying cost
<p>Charging regimes and policies.</p> <p>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.</p>	School web site	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

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Asset register	Hard copy available from school office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	School web site	Free
Out of school clubs	School web site	Free
School publications	School web site	Free
Services for which the school is entitled to recover a fee, together with those fees	Charging & Remissions Policy -School web site	Free
newsletters	School web site	Free

Contact details:

Xxxxx Primary School

Xxxxx

xxxxx

Plympton

Plymouth

PL7

Tel 01752 336628

Email – admin@plymacademytrust.co.uk

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
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Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

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