



FREEDOM OF INFORMATION ACT -PUBLICATION SCHEME

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Governor Committee	People & Pay
Chair of Governors signature	<i>AJ Mason</i>
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This model publication scheme has been prepared and approved by the Information Commissioner. The Academy has adopted it without modification.

This publication scheme commits the Academy to make information available to the public as part of its normal business activities.

The scheme commits the Academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information which is held by the Academy 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.
- To publish any dataset held by the Academy that has been requested, and any updated versions it holds, unless the Academy 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are 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
- **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 Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the Academy's capability 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 Academy

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.

Obligations under equality 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 Academy 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.

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 Academy 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.

Annex 1:

Freedom of Information

Guide to information available from The Southwater Junior Academy 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>		
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 Headteacher and members of the Governing Body.	Website	No charge
Staffing Structure	Hard copy	No charge
School session times and term dates	Website	No charge
<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.) Current and previous financial year as a minimum.</p>		
Annual budget plan and financial statements	Hard copy	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay policies	Hard copy	See charges
Staffing and grading structures	Hard copy	See charges
Governors' expenses	Hard copy	See charges
<p>Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews.)</p>		
Government supplied performance data and tables	Website	See charges
Latest Ofsted report - Summery - Full report	Website Website	See charges See charges
Performance management policy and procedures adopt by the Governing Body	Hard copy	See charges

<p align="center">Class 4: How we make decisions (Decision making processes and record of decisions) <i>Current and previous three years minimum</i></p>		
Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	See charges
Committee Terms of Reference	Hard copy	See charges
Minutes of meetings (as above) – this will exclude information classified as ‘Confidential’	Hard copy	See charges
<p align="center">Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
School policies including: Charging and remissions policy Health & Safety Child Protection Complaints procedure Discipline and grievance policies Medical Equality and diversity (including equal opportunities) policies	Website Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge No charge
Pupil and curriculum policies, including: Sex and relationship education Special Educational needs policy Positive Discipline Accessibility plan Examination policy and procedures Anti bullying Exclusion policy	Website Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge No charge
Records management and personal data policies, including Data protection Freedom of Information – publication scheme	Website Website	No charge No charge
<p align="center">Class 6: Lists and Registers <i>Currently maintained lists and registers only</i></p>		
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)	Hard copy	See charges

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

Information to be published	How the information can be obtained	Cost
Extra-curriculum activities and out of school clubs	Website	No charge
School publications and magazines	Website	No charge
Leaflets and newsletters	Website	No charge

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing at 5p per sheet (black and white)	Actual cost
	Photocopying /printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation