

# Publication Scheme

## 1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

## 2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- A. Who we are and what we do.
- B. What we spend and how we spend it.
- C. What our priorities are and how we are doing.
- D. How we make decisions.
- E. Our policies and procedures.
- F. Lists and registers.
- G. The services we offer.

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.

### 3. Making Information Available:

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 school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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.

### 4. Charging

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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.

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 law.

Charges may be made to cover our costs 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 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 you.

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 FOI Section 11B, or with other statutory powers of the school.

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.

## **5. Written requests**

Information held by the school 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.

## 6. The Scheme

<p><b>Class 1 - Who we are and what we do</b></p> <p>For example: Organisational information, staffing structures, locations and contacts. This will be current information only.</p>	<ul style="list-style-type: none"> <li>• Hard Copy</li> <li>• Website</li> <li>• Both</li> </ul>	
<p><b>Information to be published</b></p>	<p><b>How to get a copy</b></p>	<p><b>Cost</b></p>
<p>Who's who in the school</p>	<p>Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p>Instrument of Government</p>	<p>Contact the clerk to the Governors</p>	
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</p>	<p>Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p>School prospectus</p>	<p>Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p>Annual Report</p>	<p>No longer applicable</p>	
<p>Staffing structure</p>	<p>Hard copy: contact school office</p>	
<p>School session times and term dates</p>	<p>Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>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</p>	<ul style="list-style-type: none"> <li>• Hard Copy</li> <li>• Website</li> <li>• Both</li> </ul>	
Information to be published	How to get a copy	Cost
Annual budget plan and financial statements	Hard copy: contact school office	5p per sheet
Capitalised funding	Hard copy: contact school office	5p per sheet
Additional funding	Hard copy: contact school office	5p per sheet
Procurement and projects	Hard copy: contact school office	5p per sheet
Pay policy	Hard copy: contact school office	5p per sheet
Staffing and grading structure	Hard copy: contact school office	5p per sheet
Governors' allowances	Hard copy: contact school office	5p per sheet

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum</p>	<ul style="list-style-type: none"> <li>• Hard Copy</li> <li>• Website</li> <li>• Both</li> </ul>	
Information to be published	How to get a copy	Cost
<p><b>School profile:</b></p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> </ul>	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a>	

<ul style="list-style-type: none"> <li>The latest Ofsted report: <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard copy: contact school office	5p per sheet
Performance management policy and procedures adopted by the governing body.	Hard copy: contact school office	5p per sheet
Schools future plans	Hard copy: contact school office	5p per sheet
Every Child Matters – policies and procedures	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a> Hard copy: contact school office	5p per sheet

<h3>Class 4 – How we make decisions</h3> <p>For example: Decision making processes and records of decisions. Current and previous three years as a minimum</p>	<ul style="list-style-type: none"> <li>Hard Copy</li> <li>Website</li> <li>Both</li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions)	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a> Hard copy: contact school office	5p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy: contact school office	5p per sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy: contact school office	5p per sheet

<h3>Class 5 – Our policies and procedures</h3> <p>For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only</p>	<ul style="list-style-type: none"> <li>Hard Copy</li> <li>Website</li> <li>Both</li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>

<p><b>School policies including:</b></p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Website:<a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p><b>Pupil and curriculum policies, including:</b></p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website:<a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p><b>Records management and personal data policies, including:</b></p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Website:<a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>
<p><b>Charging regimes and policies:</b></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>	<p>Website:<a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a></p> <p>Hard copy: contact school office</p>	<p>5p per sheet</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>For example: Currently maintained lists and registers only</p>	<ul style="list-style-type: none"> <li>• Hard Copy</li> <li>• Website</li> <li>• Both</li> <li>• Some information may only be available by inspection</li> </ul>	
<p><b>Information to be published</b></p>	<p><b>How to get a copy</b></p>	<p><b>Cost</b></p>

Curriculum circulars and statutory instruments	Hard copy: contact school office	5p per sheet
Disclosure logs	Not applicable	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers <b>(This does not include the attendance register)</b>	Inspection only/ Hard copy: contact the school office	5p per sheet

<p><b>Class 7 – The services we offer</b></p> <p>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"> <li>• Hard Copy</li> <li>• Website</li> <li>• Both</li> <li>• Some information may only be available by inspection</li> </ul>	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Extra-curricular activities	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a> Hard copy: contact school office	5p per sheet
Out of school clubs	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a> Hard copy: contact school office	5p per sheet
School publications	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a> Hard copy: contact school office	5p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a> Hard copy: contact school office	5p per sheet
Leaflets books and newsletters	Website: <a href="http://www.st-michaels-jun.essex.sch.uk">www.st-michaels-jun.essex.sch.uk</a>	



	Hard copy: contact school office	5p per sheet
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<b>Additional Information</b> For example: Anything identified in addition to the above		

## 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
<b>“Disbursement” cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class *
<b>Other</b>		

\* The actual cost incurred by the school