



# Cædmon School

# Publication

# Scheme

## HISTORY OF DOCUMENT

Issue Number	Author	Date Written	Approved by Governors Annually	Comments
1.		September 2009	September 2009	Review Sept 2010
2.	CSe	September 2011	26 September 2011	Review September 2014
3.				
4.				

Signature of Headteacher:

Signature of Chair of Governors:

## **Caedmon School Publication Scheme**

Caedmon school has adopted the model publication scheme, for public authorities (which includes schools), prepared and approved by the Information Commissioner.

### **Publication Scheme**

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

The scheme commits Caedmon School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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 school.

#### **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**

Caedmon School 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 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 Caedmon 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 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; 26th September 2011

# Freedom of Information

## Guide to Information available from Caedmon School under the model publication scheme.

Information to be published	How the information can be obtained (hard copy and/ or website)	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who in the school	School website / hard copy	
Who's who on the governing body and the basis of their appointment	Hard copy	
Instrument of Government	Hard copy	
Contact details for the Headteacher and for the governing Body (named contacts where possible with telephone number and email address (if used))	School website	
School Prospectus	School website / Hard copy	
Staffing Structure	Hard copy	
School session times and term dates	School website / Hard copy	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Pay Policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowances	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum		
<ul style="list-style-type: none"> <li>▪ Government supplied performance data</li> <li>▪ The latest Ofsted Report - Full Report - Summary Report</li> </ul>	Hard copy School website Hard copy	
Performance Management Policy and procedures adopted by the Governing Body	Hard copy	
Schools future plans	Hard copy	
Every Child Matters – policies and procedures	Hard copy	

Information to be published	How the information can be obtained (hard copy and/ or website)	Cost
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual admission decisions)	School website / Hard copy	
Agendas of meetings of the Governing Body and (if held) its sub-committee	Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>School policies including:</p> <ul style="list-style-type: none"> <li>▪ Charging and remissions policy</li> <li>▪ Health &amp; 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>▪ Single Equality Scheme</li> <li>▪ Staff recruitment policy</li> </ul>	<p>School website</p> <p>School website</p> <p>School website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>School website</p> <p>School website</p> <p>School website</p>	
<p>Pupil and curriculum policies, including:</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>▪ Collective worship</li> <li>▪ Careers education</li> <li>▪ Pupil discipline</li> </ul>	<p>School website / Hard copy</p> <p>School website</p> <p>School website</p> <p>School website</p> <p>Hard copy</p> <p>School website</p> <p>Hard copy</p> <p>School website / Hard copy</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>▪ Information security policies</li> <li>▪ Records retention destruction and archive policies</li> <li>▪ Data protection (including sharing policies)</li> </ul>	<p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p>	
<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 website / Hard copy	

<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy and/ or website)	<b>Cost</b>
<b>Class 6 – List and Registers</b>		
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		
Public Events Licence	Hard copy	
<b>Class 7 – The Services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities i.e. after school clubs	School website	
Out of school clubs	School website	
School publications e.g. Curriculum and Caedmon Connexions	School website	
Services for which the school is entitled to recover a fee, together with those fees e.g. hire of facilities	School website / Hard copy	
Leaflets books and newsletters e.g. Bulletin	School website / Hard copy	
<b>ADDITIONAL INFORMATION</b>		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

### **SCHEDULE OF CHARGES**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing (black & white) per A4 single sided sheet @ 5p	Actual cost
	Photocopying/printing (black & white) per A4 double sided sheet @ 9p	Actual cost
	Photocopying/printing (colour) A4 @ 15p per side	Actual cost
	Postage	Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

**Contact details :** Mr R A Hewitt, Headteacher  
Caedmon School, Airy Hill, Whitby, YO21 1QA