



## WILLIAM ELLIS SCHOOL

# Freedom of Information Publication Scheme

### DOCUMENT CONTROL

Approving Body	Personnel & Resources
Date Approved	04.05.2016
Effective Date	04.05.2016
Review Date	Summer 2019
Version	This policy is based on the Camden Model Policy May 2015 <b>(Please read in conjunction with the Information Request Policy)</b>

## William Ellis School Publication Scheme under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<p><b><u>Who we are and what we do</u></b>  <b>Organisational information, structures, locations and contacts</b>  <i>This will be current information only. This will need to be monitored / maintained.</i></p>	Hard copy and/or website	Refer to schedule of charges
<b>Who's who in the school / Location and contact information</b>	Website	
<b>Who's who on the governing body and the basis of their appointment</b>	Website	
<b>Instrument of Government / Articles of Association</b>	Hard copy	Refer to schedule of charges
<b>School prospectus (if any)</b>	Website	
<b>Staffing structure</b>	Hard copy	Refer to schedule of charges
<b>School session times and term dates</b>	Website	
<p><b><u>What we spend and how we spend it</u></b>  <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>            There is an expectation that information in this class should be made available for at least the current and previous two financial years. This will need to be monitored / maintained.</p>	Hard copy and/or website	Refer to schedule of charges
<b>Annual budget plan and financial statements</b>	Hard copy	Refer to schedule of charges
<b>Capital funding</b>	Hard copy	Refer to schedule of charges
<b>Financial audit reports</b>	Hard copy	Refer to schedule of charges
<p><b>Details on expenditure of items over £5000</b>            Published at least annually but at a more frequent quarterly or six-monthly interval where practical.</p>	Hard copy	Refer to schedule of charges
<p><b>Procurement and contracts</b>            Details of procedures used for the acquisition of goods and services            Detail of contracts that have gone through a formal tendering process            Possibly information relating to / a link to information held by an organisation which has done so on its behalf (for example a local authority or diocese).</p>	Hard copy	Refer to schedule of charges
<b>Pay policy</b>	Hard copy	Refer to schedule of charges

Information to be published	How the information can be obtained	Cost
<p><b>Staff allowances and expenses</b> Details of the allowances and expenses that <u>can</u> be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members (Senior Leadership Team or equivalent whose basic annual salary is at least £60,000 per annum) by reference to categories.</p>	In Pay Policy	
<p><b>Staff pay and grading structure</b> As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	In Pay Policy	
<p><b>Governors' allowances</b> Allowances and that <u>can</u> be incurred or claimed and a record of total payments made to individual governors.</p>	Website	
<p><b><u>What our priorities are and how we are doing</u></b> <b><i>Strategies and plans, performance indicators, audits, inspections and reviews</i></b> <i>Current information as a minimum. This will need to be monitored / maintained.</i></p>	Hard copy and/or website	Refer to schedule of charges
<p><b>School profile</b> (if any) <i>Performance data supplied to the government or a direct link to the data.</i> <i>The latest Ofsted report – Summary / Direct link to report on Ofsted website</i> <i>The latest Ofsted report – Full / Direct link to report on Ofsted website</i> <i>Post inspection action plan</i></p>	Link through school website	
<p><b>Performance management policy and procedures adopted by the governing body</b></p>	Hard copy	Refer to schedule of charges
<p><b>Schools future plans</b> Proposals for and any consultation on the future of the school, such as change in status, plans to federate.</p>	On website if applicable	
<p><b>Safeguarding and child protection</b> The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding.</p>	Website	
<p><b><u>How we make decisions</u></b> <b>Decision making processes and records of decisions</b> There is an expectation for information in this class to be made available for at least the current and previous three years. This will need to be monitored / maintained.</p>	Hard copy and/or website 3 years information available	Refer to schedule of charges

Information to be published	How the information can be obtained	Cost
<p><b>Admissions policy / decisions</b> The school's admission arrangements and procedures, together with information about the right of appeal.</p>	Website	
<p><b>Minutes of meetings of the governing body and its committees</b> Excluding information that is properly considered private to the meeting.</p>	Website	
<p><b><u>Our policies and procedures</u></b> <b>Current written protocols, policies and procedures for delivering school services and responsibilities</b> There is an expectation for information in this class to be current information. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the government. These will include policies and procedures for handling information requests. This will need to be monitored / maintained.</p>	Hard copy and/or website	Refer to schedule of charges
<p><b>School policies</b> Policies directly affecting students are on the school website. Personnel copies are available in hard copy or are available to staff on the school intranet.</p>	Hard copy and/or website	Refer to schedule of charges
<p><b>Pupil and curriculum policies</b></p>	Website	
<p><b>Records management and personal data policies</b></p>	Hard copy	Refer to schedule of charges
<p><b>Equality and diversity (including equal opportunities) policies</b></p>	Website	
<p><b>Policies and procedures for the recruitment of staff</b></p>	Hard copy and/or website	Refer to schedule of charges
<p><b>Charging regimes and policies</b></p>	Hard copy	Refer to schedule of charges
<p><b><u>Lists and Registers</u></b> Currently maintained lists and registers only (this does not include the attendance register.) This will need to be monitored / maintained. (some information in this class may only be available by inspection)</p>	Hard copy and/or website	Refer to schedule of charges
<p><b>Curriculum circulars and statutory instruments</b></p>	Available for inspection	
<p><b>Disclosure logs</b></p>	Available for inspection by appropriate person	

Information to be published	How the information can be obtained	Cost
<b>Asset register</b>	Available for inspection by appropriate person	
<b>Any information the school is currently legally required to hold in publicly available registers</b> This does not include the attendance register.	Available for inspection by appropriate person	
<b><u>The services we offer</u></b> <b>Information about the services the school offers including leaflets, guidance and newsletters produced for the public and businesses</b> Current information only. This will need to be monitored / maintained.	Hard copy and/or website	Refer to schedule of charges
<b>Extra-curricular activities</b>	Website	
<b>Out of school clubs</b>	Website	
<b>Services for which the school is entitled to recover a fee, together with those fees</b>	Website	
<b>School publications, leaflets books and newsletters</b>	Website	

## Schedule of Charges

### **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 our 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 & packaging and the costs directly incurred as a result of viewing information

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @10p per A4 printed side black & white) Photocopying/printing @20p per A3 printed side (black & white)	Paper, time, printing
	Photocopying/printing @25p per A4 printed side (colour) Photocopying/printing @50p per A3 printed side (colour)	Paper, time, printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class or cost of secure delivery
<b>Statutory Fee</b>	The Data Protection Act (Section 7) allows for a flat fee of £10 to be charged for the supply of structured personal information.	In accordance with the relevant legislation