

EAST MIDLANDS  
EDUCATION TRUST

Publication Scheme

Freedom of Information



East Midlands  
Education Trust

## **PUBLICATION SCHEME**

# **Freedom of Information Act publication scheme for academies**

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

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

- The scheme commits EMET:
- 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 EMET 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**

EMET 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, EMET 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 EMET 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 EMET 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. Written requests should be made to the School Secretary.

## **The method by which information published under this scheme will be made available**

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

Information to be published	How the information can be obtained	Charge
<p><b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	hard copy and/ or website)	
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	
Academy Order (if applicable)	Hard copy	
School senior staff	Hard copy	
Governing body – names of the governors and the basis of their appointment	Hard copy	
School session times, term dates and holidays	Website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Principal and the Governing Body	Hard copy	
School Prospectus	Website	
School Session times and term dates	Website	
GCSE results – a link to the data on the Department for Education’s website	Website	

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	(hard copy and/ or website)	
Annual budget plan and financial statements	Hard copy	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	
Additional funding – Income generation schemes and other sources of funding.	Hard copy	
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	

Information to be published	How the information can be obtained	Charge
<p><b>What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or website)	
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p>	Website	
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	Hard copy	
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	Website	

Information to be published	How the information can be obtained	Charge
<p><b>How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy and/ or website)	
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	Website / hard copy	
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	Hard copy	

Information to be published	How the information can be obtained	Charge
<p><b>Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)	
<p>Trust policies including:</p> <p>Charging and remissions policy</p> <p>Health and Safety and risk assessment</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staff recruitment policies</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Hard copy</p> <p>Website</p>	
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Careers education</p> <p>Pupil discipline</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Hard copy</p> <p>Website</p>	
<p>Records management and personal data</p> <p>Information security</p> <p>Records retention</p>	<p>Hard copy</p> <p>Hard copy</p>	



Information to be published	How the information can be obtained	Charge
Data Protection policy	Hard copy	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)  Policies and procedures for the recruitment of staff – details of vacancies should be included	Website  Website	
Charging regimes and policies  This should include details of any statutory charging regimes. Charging policies should include details of 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.	Website	

Information to be published	How the information can be obtained	Charge
<b>Lists and Registers</b>  Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Hard copy	
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the Academy/School is currently legally required to hold in publicly available registers	Hard copy	

Information to be published	How the information can be obtained	Charge
<b>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	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Website	
School publications	Website	
Services for which the Academy/School is entitled to recover a fee, together with those fees	Hard copy	
Leaflets, booklets and newsletters	Website	

### Schedule of charges

Individual costing for hard copies can be obtained from the school. This describes how the charges have been arrived at:

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying 5p per A4 sheet (black and white)	Actual cost *
	Photocopying 10p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation

\* the actual cost incurred by EMET

Policy reviewed by : Trustees  
 Review date : Summer 2017  
 Next review due : Summer 2018