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Freedom of Information Publication Scheme



**Bishop
Perowne**
Church of England College
Endeavour Forever

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C. Approval

This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

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Table of contents

1	OVERVIEW.....	4
1.1	Purpose	4
1.2	Scope	4
1.3	Related documents	4
1.4	Reviews	4
1.5	Equality Impact Assessment.....	4
2	RESPONSIBILITY FOR THE POLICY AND PROCEDURE.....	5
2.1	Role of the Governing Board.....	5
2.2	Role of the headteacher.....	5
3	PUBLICATION SCHEME	6
3.1	Classes of information.....	6
3.2	Making information available	Error! Bookmark not defined.
3.3	Charges which may be made for Information published under this scheme	7
3.4	Written requests	7
3.5	How information will be made available	Error! Bookmark not defined.
3.5.1	Who we are and what we do	8
3.5.2	What we spend and how we spend it.....	8
3.5.3	What our priorities are and how we are doing.....	9
3.5.4	How we make decisions	9
3.5.5	Our policies and procedures	9
3.5.6	Our policies and procedures	10
4	DISSEMINATION	11
4.1	Promoting Awareness	11
4.2	Training.....	11
4.3	Monitoring the Effectiveness of the Policy	11
5	GLOSSARY.....	12

1 OVERVIEW

1.1 Purpose

The Freedom of Information Act 2000 provides public access to information held by Bishop Perowne CE College (the School) as a public authority.

It does this in two ways:

- The school is obliged to publish certain information about its activities; and
- Members of the public are entitled to request information from the School.

1.2 Scope

The Act covers any recorded information that is held by the school. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves or their children), such as their school records. If a member of the public wants to see information that the School holds about them, they should make a subject access request under the Data Protection Act 1998.

1.3 Related documents

- GEN-01 Freedom of Information Policy

1.4 Reviews

- This policy will be reviewed annually or when the need arises.
- Review frequency: Governing body free to determine.
- Approval: Governing body free to determine how to implement.

1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing Board believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student or any other connected party and it helps to promote equality at the College.

2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Board

The Governing Board:

- Has delegated powers and responsibilities to the Headteacher to ensure all college personnel and visitors to the college are aware of this policy;
- Has responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Has responsibility for ensuring all policies are made available to parents/carers;
- Has nominated a governor to visit the college regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Board; and
- Has responsibility for the effective implementation, monitoring and evaluation of this policy.

2.2 Role of the Headteacher

The Headteacher will:

- Ensure all College personnel, students and parents are aware of this policy;
- Work closely with the link governor and coordinator;
- Provide guidance, support and training to all staff; and
- Monitor the effectiveness of this policy.

3 PUBLICATION SCHEME

This publication scheme commits Bishop Perowne CE College (the “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 the school:

- Proactively to 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; and
- To make this publication scheme available to the public. Use the links below to find out more information.

3.1 Classes of information

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Our policies and procedures;
- Lists and registers; and
- The Services we offer.

The classes of information will not generally include:

- Information whose disclosure 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; and
- 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.

3.2 Making information available

The 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 the school, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information via the website, the school 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.

3.3 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 School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the 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; and
- 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 by public authorities, justified and are in accordance with a published schedule 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.

3.4 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. Written requests should be sent to:

Headteacher's PA
Bishop Perowne Church of England College
Merriman's Hill Road
Worcester
WR3 8LE.

3.5 How information will be made available

3.5.1 Who we are and what we do

Organisational information, structures, locations and contacts

Information to be published	How information can be obtained	Charge
Academy Funding Agreement – a link to the document on the Department for Education's website	Website	Free
Academy Order (if applicable)	Hard Copy on request	
School staff and structure – names of key personnel	Website	Free
Governing body – names and contact details of the governors and the basis of their appointment	Website	Free
School session times, term dates and holidays	Website	Free
Location and contact information – address, telephone number and website	Website	Free
Contact details for the Principal and the Governing Body	Website	Free
School Prospectus	Website Hard Copy on request	Free
School Session times and term dates	Website, Prospectus	Free
GCSE results – a link to the data on the Department for Education's website	Website	Free

3.5.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Information to be published	How information can be obtained	Charge
Annual budget plan and financial statements	Hard Copy on request	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy on request	
Additional funding – Income generation schemes and other sources of funding	Hard Copy on request	
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 on request	
Staffing and grading structure	Hard Copy on request	
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay	Hard Copy on request	
Governors' allowances – Details of allowances and expenses that can be claimed or incurred	Hard Copy on request	

3.5.3 What our priorities are and how we are doing

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Information to be published	How information can be obtained	Charge
School profile	Website	Free
Government supplied performance data	Website	Free
OFSTED report – summary and full report	Website	Free
Performance management information	Website	Free
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy on request	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website Hard copy on request	Free

3.5.4 How we make decisions

Decision making processes and records of decisions

Information to be published	How information can be obtained	Charge
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Website Hard copy on request	Free
Governing body meeting agendas, papers and minutes	Hard copy on request	

3.5.5 Our policies and procedures

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Information to be published	How information can be obtained	Charge
School policies including:		
• Charging and remissions policy	Website	Free
• Health and Safety and risk assessment	Website	Free
• Complaints procedure	Website	Free
• Staff conduct policy	Hard copy on request	
• Discipline and grievance policies	Hard copy on request	
• Pay policy	Hard copy on request	
• Staffing structure implementation plan	Hard copy on request	
• Information request handling policy	Website	Free
• Staff recruitment policies	Hard copy on request	
Pupil and curriculum policies, including:		
• Home-school agreement	Website	Free
• Curriculum	Website	Free
• Sex education	Website	Free
• Special education needs	Website	Free
• Accessibility	Website	Free
• Race equality	Website	Free
• Collective worship	Website	Free
• Careers education	Website	Free
• Pupil discipline	Website	Free

Records management and personal data policies <ul style="list-style-type: none"> Information security Records retention Destruction and archive policies Data Protection policies 	Meet with Headteacher's PA Meet with Headteacher's PA Meet with Headteacher's PA Website	Free
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)	Website	Free
Policies and procedures for the recruitment of staff – details of vacancies should be included		
Charging regimes and policies	Website	Free

3.5.6 Our policies and procedures

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Information to be published	How information can be obtained	Charge
Extra-curricular activities	Letters home	Free
	Website	Free
Out of school clubs	Letters home	Free
	Website	Free
School publications	hard copy and/or website	Free
Services for which the Academy is entitled to recover a fee, together with those fees	Letters home	Free
Leaflets, booklets and newsletters	hard copy and/or website	Free

4 DISSEMINATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website www.bishopperowne.co.uk
- Meetings with College personnel

4.2 Training

All administrative personnel:

- Receive training on induction which specifically covers this policy; and
- Receive periodic training so that they are kept up to date with new information

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

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Any enquiries regarding this publication should be sent to us at

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This document is also available from
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