

Proposed Policy:	FOI Publication Scheme	Responsibility Of:	Head Teacher
Date of Ratification:	January 2021	Date of Review:	January 2023

Freedom of Information Act

1. Model Publication Scheme

This [model publication scheme](#) has been prepared and approved by the Information Commissioner. This publication scheme commits 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:

- 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

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. 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.

6. 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

- 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 the 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, Rednock School will indicate how information can be obtained by other 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 the school 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 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 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 Rednock School that is not published under this scheme can be requested in writing to the school's Data Protection Officer (who fulfils the role of FOI Officer), when its provision will be considered in accordance with the provisions of the Freedom of Information Act. The DPO can be contacted on 01452 583619 or schoolsdpo@gloucestershire.gov.uk

2. Guide to information produced by Rednock School under the Model Publication Scheme

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information to be published.	How the information can be obtained
Who's who in the school	Website https://rednockschool.org.uk/contact-us/

Who's who on the governing body / board of governors and the basis of their appointment	Website https://rednockschool.org.uk/governors/
Instrument of Government / Articles of Association	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	
School prospectus	Website Link
Staffing structure	Hard copy on request
School session times and term dates	Website https://rednockschool.org.uk/contact-us/ https://rednockschool.org.uk/term-dates/
Address of school and contact details, including email address.	

Class 2 – What we spend and how we spend it

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

- Current and previous financial year as a minimum

Information to be published.	How the information can be obtained
Annual budget plan and financial statements	Hard copy available on request
Capital funding	Hard copy available on request
Additional funding	Hard copy available on request
Procurement and projects	Hard copy available on request
Pay policy	Hard copy available on request
Staffing and grading structure.	Hard copy available on request
Governors' allowance	Hard copy available on request

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

- Current information as a minimum

Information to be published.	How the information can be obtained
School Profile <ul style="list-style-type: none">● Government supplied performance data● Latest Ofsted Report	https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/115758#school-dashboard Website: School Performance data https://rednockschool.org.uk/ofsted/
Performance management and capability procedures	Hard copy available on request
The school's future plans	Hard copy available on request
Safeguarding Children (Child Protection) policy	https://rednockschool.org.uk/policies/

Class 4 – How we make decisions

(Decision making processes and records of decisions)

- Current and previous three years as a minimum

Information to be published.	How the information can be obtained
Admissions policy/decisions (not individual admission decisions)	Website: https://rednockschool.org.uk/admissions/
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy available on request

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

Information to be published.	How the information can be obtained
<p>School policies including:</p> <ul style="list-style-type: none">● Charging and remission policy● Health and safety policy● Complaints procedure● Equality Act statement <p>Student and Curriculum policies, including:</p> <ul style="list-style-type: none">● Home school agreement● Curriculum● Sex Education● Special Educational Needs● Careers education● Behaviour for Learning● Accessibility Plan <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">● Information security policies● Records retention, destruction and archive policies● Data protection (including information sharing policies) <p>Charging regimes and policies:</p> <ul style="list-style-type: none">● Charging and remissions policy	<p>Some policies appear on the website or hard copy is available on request. Website: https://rednockschool.org.uk/policies/</p>

Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register). Available in hard copy or via website. some information may only be available for inspection

Information to be published.	How the information can be obtained
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Curriculum circulars and statutory instruments	Inspection
Disclosure logs	Inspection
Asset register	Inspection
Any information the school is currently legally required to hold in publicly available registers	Inspection

Class 7 – The services we offer

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

- Current information only

Information to be published.	How the information can be obtained
Extra-curricular activities	Website: https://rednockschool.org.uk/after-school-clubs/
Out of school clubs	Website: https://rednockschool.org.uk/after-school-clubs/
Services for which the school is entitled to recover a fee, together with those fees	Contact admin@rednockschool.org.uk
School publications, leaflets, books and newsletters	Website: https://rednockschool.org.uk/letters-communication/ https://rednockschool.org.uk/the-rednock-review/

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

Single copies of information covered by this publication are provided free if marked 'Hard Copy' and postal charges at the time will apply. We expect items marked as 'Website' to be downloaded by yourselves.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the school