

FREEDOM OF INFORMATION ACT


PUBLICATION SCHEME

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

School/Academy Name: St. Matthew's C of E Primary School

Date agreed by LGB	Review Date	Signed Chair of LGB
3 Feb 2016	Autumn 2020	

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1. Introduction

This publication scheme commits Chester Diocesan Academies Trust (CDAT) 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 CDAT. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits CDAT:

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

It is expected that each of our academies will adopt the policy and adhere to it in its daily practice.

2. 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.

3. The method by which information published under this scheme will be made available

CDAT 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 CDAT, 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, CDAT 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.

4. 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 CDAT 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.

5. Written Requests

Information held by CDAT 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. Requests should be sent to The Chief Executive Officer, Chester Diocesan Academies Trust, Church House, 5500 Daresbury Park, Daresbury, Warrington WA4 4GE.

6. 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.

7. Freedom of Information Guide to information available from St Matthew's C of E Primary School under the publication scheme

Information to be published	How the information can be obtained (amend as appropriate)
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)
Academy Funding Agreement – a link to the document on the Department for Education's website	Website
Academy Order	Website
School/academy staff and structure – names of key personnel	Website
Local Governing Body – names and contact details of the governors and the basis of their appointment	Website
School/academy 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	Website
School/academy Prospectus	Website
School/academy Session times and term dates	Website
KS2 results – a link to the data on the Department for Education's website	Website
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). 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).	(hard copy and/ or website)
Annual budget plan and financial statements	Website
Capital funding – details of capital funding allocated to the school/academy along with information on related building projects and other capital projects	Website
Additional funding – Income generation schemes and other sources of funding.	Website
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.	Website
Staffing and grading structure	Hardcopy
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Website
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Website

Information to be published	How the information can be obtained
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.</p>	(hard copy and/ or website)
<p>School/academy profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Website
<p>Performance management information</p>	Website
<p>School/academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	Website
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	Website
<p>How we make decisions Decision making processes and records of decisions 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
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	Website
<p>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</p>	Website

Information to be published	How the information can be obtained
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>(hard copy and/ or website)</p>
<p>School/academy policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>Website</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school/academy agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Website</p>
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	<p>Website</p>
<p>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.</p>	<p>Website</p>

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)
Curriculum circulars and statutory instruments	Website
Disclosure logs	Hardcopy
Asset register	Hardcopy
Any information the school/academy is currently legally required to hold in publicly available registers	Hardcopy
The services we offer (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
Out of school/academy clubs	Website
School/academy publications	Website
Services for which the Academy is entitled to recover a fee, together with those fees	Website
Leaflets, booklets and newsletters	Hardcopy and Website

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school/academy community (✓)	Pupils	School/academy Personnel	Parents/carers	Governors	School/academy Volunteers	School/academy Visitors	Wider School/academy Community

Question	Equality Groups																		Conclusion							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓		Yes	No
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Principal, coordinator and nominated governor work closely				
Policy endorsed by LGB				
• Policy regularly discussed at meetings of the LGB				
• School/academy personnel aware of this policy				
• School/academy personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to in the School/academy Handbook				
• Policy available from the school/academy office				
• Policy available from the school/academy website				
• School/academy Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
Policy approved by CDAT				
• Nominated Director in place				
• Annual report of the effectiveness of policy and provision received from LGB;				
A statement outlining the overall effectiveness of this policy				