

# Freedom of Information Act Model Publication Scheme Sept 23

Information Governance (IG) Services.

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## Freedom of Information Act Model Publication Scheme

### Rationale

The model publication scheme has been prepared and approved by the Information Commissioners Office. Summerhill School can adopt the Model Publication Scheme without modification and without further approval and will be valid until further notice.

This publication scheme commits Summerhill 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 Summerhill School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

### What does the Model Publication Scheme commit the School to?

The scheme commits Summerhill School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Summerhill School and falls within the classifications below.
- To specify the information which is held by Summerhill 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 Summerhill 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.
- To publish any dataset held by Summerhill School that has been requested, and any updated versions it holds, unless Summerhill School is satisfied that it is not

appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Summerhill School is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

## Classes of Information

Description	Content
<b>Who we are and what we do</b>	Organisational information, locations and contacts, constitutional and legal governance
<b>What we spend and how we spend it</b>	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
<b>What our priorities are and how we are doing</b>	Strategy and performance information, plans, assessments, inspections and reviews
<b>How we make decisions</b>	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
<b>Our policies and procedures</b>	Current written protocols for delivering our functions and responsibilities
<b>Lists and registers</b>	Information held in registers required by law and other lists and registers relating to the functions of the authority
<b>The services we offer</b>	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 available

Summerhill 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 Summerhill School, 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, Summerhill 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 Summerhill 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 Summerhill 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 Summerhill School, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.

## Version Control

This policy will be evaluated on a regular basis by Mrs Vicki Poole

## Further information

For further information, please contact

YourIG Data Protection Officer Service  
Dudley MBC, The Council House, Dudley, DY1 1HF

Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk) tel: 01384 815607

## Additional guidance

This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)

## Appendix 1 Model Publication Scheme Template

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) to meet their publication scheme obligations. Please refer to the document "[How to complete the Guide to Information for Schools](#)".

<b>Information to be published. This includes datasets where applicable</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only	(hard copy and/or website)	
<b>Staffing structure</b> (Provide the names and positions of all staff, and how they may be contacted via the school)		
<b>Governing Body</b> Make available the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school  Publish information on the governing body in accordance with the relevant <u>statutory guidance</u>		
<b>Instrument of Government / Articles of Association</b>		
<b>Gender Pay</b> Read the Government's guidance on the <u>gender pay gap reporting</u> to find out what information you need to publish. Publish this data annually if you have a head count of 250 staff or more		



<b>Contact details for the Headteacher</b>		
<b>School curriculum/prospectus (if any)</b>		
<b>School session times and term dates</b>		
<b>Location and Contact Information</b> Address of school and contact details, including email address		

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	(hard copy and/or website)	
<b>Annual budget plan and financial statements</b> (Provide details of the sources of funding and income the school received by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns)		
<b>Capital funding</b> (Provide information on major plans for capital expenditure, details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts)		

<b>Financial audit reports</b>		
<b>Expenditures</b> Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical		
<b>Procurement and contracts</b> Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process		
<b>Staff allowances and expenses</b> Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with school policies, practices and procedures. As a minimum, include travel, subsistence and accommodation		
<b>Staffing, pay and grading structure</b> School can provide this as part of its organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range		
<b>Governors' allowances</b> Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors		

<p><b>Premiums or other forms of financial support available</b> Provide details of any pupil premium funding you receive and how you spend it</p>		
<p><b>TU facility time reporting</b> Read the government guidance on reporting <u>trade union facility time</u> to find out what information you need to publish. You need to publish this information once a year</p>		

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum</p>	(hard copy or website)	
<p>As a minimum, information in this class to be current information only.</p> <p>Include details of any other reports or recorded information showing your planned or actual performance</p> <p>If the information is readily and publicly available via an external website, you can provide a direct link to that</p> <ul style="list-style-type: none"> <li>▪ Performance data supplied to the government</li> <li>▪ Latest Ofsted report</li> </ul> <p>Performance management information Performance management policy and procedures adopted by your governing body</p>		

<b>Performance tables</b> Include a link to the school's performance tables page		
<b>Data Protection Impact Assessments</b> (in full or summary format) or any other impact assessments (e.g. health and safety impact assessments, equality impact assessments), as appropriate and relevant		
<b>Exam and assessment results</b>		
<b>Future Plans</b> The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous three years as a minimum	(hard copy or website)	
<b>Admissions policy/decisions</b> Provide details about school admission arrangements and procedures, together with information about the right of appeal. The school doesn't have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If not the school's own admissions authority, provide an appropriate link to the local authority		

<p><b>Minutes of meetings of the governing body and its committees</b> Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it</p>		
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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. 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. These will include policies and procedures for handling information requests</p>	(hard copy or website)	
<p><b>School policies and other documents</b> Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies.</p> <p>As a minimum, include policies, procedures, and documents that the school is required to have by statute, by the school's funding agreement or equivalent. Include the required policies recommended by the Department for Education. Also include policies and procedures for handling requests for information and operating the publication scheme</p>		

<p><b>Records management, personal data and access to information policies</b> Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies</p>		
<p><b>Equality and diversity</b> Include policies, schemes, statements, procedures and guidelines relating to the school's commitment to the promotion and advancement of equal opportunities, including details of the school's compliance with the public sector equality duty</p>		
<p><b>Safeguarding and child protection</b> The policies and procedures the school has put in place to ensure that it exercises its functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State</p>		
<p><b>Pay policy</b> The statement of the pay policy and procedures regarding teachers' pay</p>		
<p><b>Health and safety</b></p>		
<p><b>Policies and procedures for human resources and the recruitment of staff</b> Make details of current vacancies readily available, if they are advertised as part of recruitment policies</p>		

<b>Careers programme information</b>		
<b>Complaints procedures, including for dealing with parental complaints</b>		
<b>Charging regimes and policies</b> Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs the school are recovering, the basis on which the school make them, and how they are calculated. If the school charges a fee for licensing the re-use of datasets, state in the school guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. The school cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence		

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
<b>Curriculum circulars and statutory instruments</b> Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum		

<b>CCTV</b> Details of the locations of any overt CCTV surveillance cameras operated by the school or on its behalf. The school should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, e.g. postcodes or partial postcodes, depending on the security issues raised		
<b>Disclosure logs</b> If the school produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice		
<b>Asset register</b> Make available some information from capital asset registers, if the school hold such registers		
Any information the school is currently legally required to hold in publicly available registers		

<b>Class 7 – 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 or website; some information may only be available by inspection)	
<b>Extra-curricular activities</b>		
<b>Out of school clubs</b>		



<b>Services for which the school is entitled to recover a fee, together with those fees</b>		
<b>School publications, leaflets, books and newsletters</b>		

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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

\* the actual cost incurred by the public authority