

Brine Leas School

An Academy

FREEDOM OF INFORMATION PUBLICATION SCHEME

1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

This Publication Scheme commits Brine Leas 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.

This Scheme commits Brine Leas 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.
- Specify the information that is held by the school and falls within the classifications below.
- Proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme.
- Produce and publish methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update, on a regular basis, the information Brine Leas makes available under this scheme.
- Produce a schedule of fees charged for access to information which is made proactively available.
- Make this Publication Scheme available to the public.

2. CLASSES OF INFORMATION

2.1 Who are we and what we do

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers by law and other lists and registers relating to the functions of the school.

2.7 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**

Brine Leas 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 our website. Where it is impracticable to make information available on the website, or when an individual does not wish to access the information by the website, the school will indicate how the information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may only be available 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 such other language that is legally required. Where the school is legally required to translate any information it will do so.

Obligations under the 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 the 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
- 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 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 the provision of the information.

5. WRITTEN REQUESTS

Information held by Brine Leas 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.

6. CONTACT DETAILS

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email or letter. Contact details are set out below, or you can visit the school website at www.brineleas.co.uk.

Telephone Number: 01270 625663

Email: info@brineleas.co.uk

Address: Brine Leas School, Audlem Road, Nantwich, Cheshire, CW5 7DY

To help us process requests quickly, any correspondence should be clearly marked 'Publication Scheme Request'.

7. MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Prepared/updated by: A Cliffe	Date: June 2016 (review)
Approved by Governors: Approved at July 2016 Students' Committee	Review Date: June 2018

GUIDE TO INFORMATION AVAILABLE FROM BRINE LEAS SCHOOL UNDER THE MODEL PUBLICATION SHCEME

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts (this will be current information only)		
Who's who in school (staff list)	Via Main Office	No charge
Who's who on the Governing Body and the basis of their appointment	Via the Clerk to Governors and/or website	No charge
Instrument of Government	Via the Clerk to Governors (hard copy)	Schedule of Charges
Contact details for the Headteacher and for the Governing Body	Via the Clerk to Governors	No charge
School Prospectus	Via Main Office and/or Website	No charge
Staffing Structure	Via Main Office (hard copy)	Schedule of Charges
School session times and term dates	Via Main Office and/or Website	No charge
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)		
Annual budget plan and financial statements	Via the Business Manager (hard copy)	Schedule of Charges
Capitalised funding	Via the Business Manager (hard copy)	Schedule of Charges
Additional funding	Via the Business Manager (hard copy)	Schedule of Charges
Procurement and projects	Via the Business Manager (hard copy)	Schedule of Charges
Pay policy	Via the Business Manager (hard copy)	Schedule of Charges

Staffing and Grading Structure	Via the Business Manager (hard copy)	Schedule of Charges
Governors' allowances	Via the Business Manager (hard copy)	Schedule of Charges
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)		
School Profile – government supplied performance data	Via the Main Office (hard copy)	Schedule of Charges
School Profile – the latest Ofsted Report (Summary and Full Report)	Via the Main Office and/or Website	No charge
Performance Management Policy and Procedures adopted by the Governing Body	Via the Main Office and/or Website	No Charge (website) Schedule of Charges (hard copies)
Safeguarding Policies and Procedures	Via the Main Office and/or Website	No charge
Class 4 – How we make decisions Decision making processes and records of decisions (current and previous three years as a minimum)		
Admissions Policy	Via the Main Office and/or Website	No charge
Agendas of meetings of the Governing Body and (if held) its committees	Via the Clerk of Governors and/or website	No Charge (website) Schedule of Charges (hard copies)
Minutes of meetings of the Governing Body and (if held) its committees. N.B. This will exclude information that is regarded as private to the meetings	Via the Clerk of Governors and/or website	No Charge (website) Schedule of Charges (hard copies)
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)		
School Policies, including:- <ul style="list-style-type: none"> • Charging and Remissions Policy • Health and Safety • Complaints Procedure 	Via Main Office and/or website	No Charge (website) Schedule of Charges (hard copies)

<ul style="list-style-type: none"> • Staff Conduct Policy • Discipline and Grievance Procedures • Staffing Structure and Implementation Plan • Information Request Handling Policy • Equality and Diversity (including equal opportunities) Policies • Staff Recruitment Policies. 		
<p>Student and Curriculum Policies, including:-</p> <ul style="list-style-type: none"> • Home-School Agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility • Race Equality • Collective Worship • Careers Education • Student Discipline 	Via Main Office and / or website	No Charge (website) Schedule of Charges (hard copies)
<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 	Via Main Office and / or website	No Charge (website) Schedule of Charges (hard copies)
<p>Charging Regimes and Policies. This should include details of any statutory charging regimes. Charging policies should include 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>	Via Main Office and / or website	No Charge (website) Schedule of Charges (hard copies)

Class 6 – Lists and registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Via Main Office	Schedule of Charges
Disclosure Logs	Via Main Office	Schedule of Charges
Asset Register	Via Main Office	Schedule of Charges
Any information the school is currently legally required to hold in publicly available registers. THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Via Main Office	Schedule of Charges
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)		
Extra-curricular activities	Via Main Office and / or website	No charge
Out of school clubs	Via Main Office and / or website	No charge
School publications	Via Main Office and / or website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Via Main Office and / or website	No charge
Leaflets, books and newsletters	Via Main Office and / or website	No charge
Additional information – this will provide the school with the opportunity to publish information that is not itemised on the lists above.		

SCHEDULE OF CHARGES

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

Type of Charge	Description	Basis of Charge
Disbursement costs	Photocopying/printing @ 2p per single sided sheet (b&w)	Actual cost*
	Photocopying/printing @ 10p per single sided sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* Actual cost incurred by the school