



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

PUBLICATION SCHEME

Policy Date: May 2024

Review Date: May 2027

This policy is to be implemented by each school

INTRODUCTION

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- To specify the information which is held by the authority 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 authority 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 the authority that has been requested, and any updated versions it holds, unless the authority 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 the public authority 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. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

1. 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.

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

- The authority 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 a public authority, 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, a public authority 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. 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 authority 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.

4. 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. Please contact the Clerk to the Board of Directors.

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

We will follow the table below, which identifies the information which meets the requirements of the Information Commissioner.

FREEDOM OF INFORMATION

Guide to information available under the publication scheme

Where hard copies are requested we reserve the right to make a charge as follows: 10p per hard-copy page. Plus cost of postage and a £10 per hour of labour charge for compiling information in a form not required for other statutory returns

Information to be published	How the information can be obtained
<p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/ or website)
Academy Funding Agreement	Individual school websites or on request
Academy Order (if applicable)	Individual school websites
Staff and structure – names of key personnel	Trust or school website
Governing body – names and contact details of the governors and the basis of their appointment	Trust or school website
School session times, term dates and holidays	Individual school websites
Location and contact information – address, telephone number and website	Trust or school website
Contact details for the Headteacher and the Governing Body	Individual school websites
School Prospectus (if available)	Individual school websites
KS2 results – a link to the data on the Department for Education’s website	Individual school websites
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>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).</p>	Trust website; hard copy on request and Companies House website)
Annual budget plan and financial statements	On request
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	On request
Additional funding – Income generation schemes and other sources of funding.	On request

Information to be published	How the information can be obtained
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.	On request
Staffing and grading structure	Hardcopy on request
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Trust website
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Trust website
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or Trust website)
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Individual school websites
Performance management information	Website
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Individual school websites
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website
<p>How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>	On request
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Trust and school websites
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	On request
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	Trust and school websites
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy 	Trust and school websites and on request

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies • Please note all staff-related policies are in the Trust’s Employment Manual 	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Relationships, Sex and Health Education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Trust or school websites and on request
<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 	Trust website and on request
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	Trust and school websites and on request
<p>Charging regimes and policies</p> <p>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>	Trust website and on request
<p>Lists and Registers</p> <p>Currently maintained lists and registers only</p>	

Information to be published	How the information can be obtained
	Hard copy; some information may only be available for inspection
Curriculum circulars and statutory instruments	Trust and school websites
Disclosure logs	Hardcopy on request
Asset register	Hardcopy on request
Any information the Academy is currently legally required to hold in publicly available registers	Hardcopy on request
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	Individual school websites
Out of school clubs	Individual school websites
School publications	Individual school websites
Services for which the Academy is entitled to recover a fee, together with those fees	Individual school websites
Leaflets, booklets and newsletters	Hardcopy on request, school or Trust website