



**Corley Centre**

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

**This policy was reviewed by the Full Governing Body at the meeting on 4<sup>th</sup> November 2015.**

**Reviewed: Autumn 2015**

**Next Review: Spring 2018** *unless circumstances dictate that it should be reviewed sooner.*

# CORLEY CENTRE FREEDOM OF INFORMATION PUBLICATION SCHEME

The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools, who must comply with the Act and produce a Publication Scheme.

Corley Centre Governing Body agrees to adopt the Information Commissioner's Office Model Publication Scheme, see Appendix 1.

The model commits a public authority to '*produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public*', to meet this Corley Centre has completed and will publish on their website a Guide to Information for Schools, see Appendix 2, (ICO template).



# Model publication scheme

## Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

# 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.

## **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.

## **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.

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

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## 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.



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Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard copy – contact school office
Who's who on the governing body / board of governors and the basis of their appointment	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office
Instrument of Government / Articles of Association	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office – Clerk to Governors
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office
School prospectus (if any)	All school details are contained on the school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hardcopy of the information is available via the school office
Annual Report (if any)	No applicable
Staffing structure	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office
School session times and term dates	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office
Address of school and contact details, including email address.	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office
<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	DFE website <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533</a>  Pupil Premium funding and spend published on the website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a>
Annual budget plan and financial statements	Available via written request to School Business Manager
Capital funding	DFE website: <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533</a>
Financial audit reports	Available via written request to School Business Manager
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available via written request to School Business Manager
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Available via written request to School Business Manager
Whole School Pay policy	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Hard Copy – contact school office

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available via written request to Headteacher
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Available via written request to School Business Manager  Data Protection regulations prohibit the publication and / or sharing of individual staff salaries. Pay ranges can be supplied.
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Available via written request to Chair of Governors
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	DFE website: <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533</a>  DFE website: <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533</a>  Link via school website or via Ofsted website <a href="http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/134533">http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/134533</a>  School Improvement Framework – school website and in school reception area
Performance management policy and procedures adopted by the governing body.	Written request to Headteacher Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a>
Performance data or a direct link to it	DFE website: <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=134533</a> Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a>
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Notification via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> Via Coventry City Council website
Safeguarding and child protection	School website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous three years as a minimum	Current policies are available via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> , previous three years available via written request to School Business Manager
Admissions policy/decisions (not individual admission decisions) – where applicable	Link to Coventry City Council via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> including link to SEND Local Officer
Agendas and minutes of meetings of the governing	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> once

body and its committees. (NB: this will exclude information that is properly regarded as private to the meetings).	approved for publication, i.e. once the minutes have been approved at the next meeting. Via written request to Clerk of Governors.
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
<p>School Policies</p> <ul style="list-style-type: none"> <li>• Anti-bullying</li> <li>• Attendance</li> <li>• Behaviour</li> <li>• Complaints Procedure</li> <li>• E-Safeguarding and ICT Acceptable Use</li> <li>• Governors Code of Practice</li> <li>• Health and Safety</li> <li>• Homework</li> <li>• Outdoor Education Visits</li> <li>• Safeguarding Child Protection</li> <li>• Safer Recruitment</li> <li>• Security</li> <li>• Special Needs and Inclusion</li> <li>• Visitors / Supply and Multi-agency workers in Corley Centre</li> </ul> <p>School Statements</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Mission Statement</li> </ul>	<p>All available via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a></p> <p>Available in hard copy via written request to school office.</p> <p>Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a></p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Refer Data Protection Policy - via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a></p>
<p>Charging regimes and policies.</p> <p>Cost of school meals, school uniform, After School Clubs, raw materials for Technology/Art Classes</p>	<p>Refer Charing and Remissions Policy - via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a></p> <p>Via verbal request to school office. New Student Welcome Pack</p>
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	Current curriculum and subject scheme of learning are available via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> or verbal request to the school office
Disclosure logs	
Asset register	
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)	

Extra-curricular activities (After School Clubs / Lunchtime Clubs)	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a>
Services for which the school is entitled to recover a fee, together with those fees	
School publications, leaflets, books and newsletters	Via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a> or verbal request to the school office
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above	All relevant parent / student information is shared via school website: <a href="http://www.corleycentre.co.uk">www.corleycentre.co.uk</a>

## SCHEDULE OF CHARGES

This describes how the charges have been arrive at ad should be published as part of this guide.

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

\* the actual cost incurred by the public authority.