

Freedom of Information Publication Scheme

Introduction: what a publication scheme is and why it has been developed.

This publication scheme commits Raysfield Federation of Schools 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.

The scheme commits Raysfield Federation of Schools:

- To publish proactively 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.
- To specify the information which is held by the School and falls within the classifications below.
- To publish proactively 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 routinely made 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 School makes available under this scheme.
- To produce a schedule of any fees charged for access to information, which is made available.
- To make this publication scheme available to the public.

Date of Ratification	19 th September 2018, agenda item 19e
Ratification Group	Full Governing Board
Review Frequency	Annual
Review Date	September 2019
Related policies	Charging and remission Policy
Chair of Governor's Signature	<p style="text-align: center;"> Nick Kelcey, Chair of Governors </p>

Information to be published.	How the information can be obtained W = website E – Email
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 the school	W
Who's who on the governing body / board of governors and the basis of their appointment	W
Instrument of Government / Articles of Association	E
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	W
Staffing structure	W
School session times and term dates	W
Address of school and contact details, including email address.	W
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	E
Capital funding	E
Financial audit reports	E
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	E
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)	E
Pay policy	E
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.	E
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	E
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 (if any) And in all cases:	

<ul style="list-style-type: none"> • Performance data supplied to the English Government Executive, or a direct link to the data • The latest Ofsted Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	E W E
Performance management policy and procedures adopted by the governing body.	E
Performance data or a direct link to it	E
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	E
Safeguarding and child protection	W / E
Class 4 – How we make decisions	
(Decision making processes and records of decisions)	
Current and previous three years as a minimum	
Admissions policy/decisions (not individual admission decisions) – where applicable	E
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private or confidential to the meetings).	E
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
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, or by the English government. These will include policies and procedures for handling information requests.	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	E
Charging regimes and policies. This includes details of any statutory charging regimes. Charging policies includes 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.	W / E
Class 6 – Lists and Registers	
Currently maintained lists and registers only (this does not include the attendance register).	
Curriculum circulars and statutory instruments	E
Disclosure logs	E - some information may only be available by inspection
Asset register	E
Any information the school is currently legally required to hold in publicly available registers	E

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	E
Out of school clubs	E
Services for which the school is entitled to recover a fee, together with those fees	E
School publications, leaflets, books and newsletters	W / E

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 School Federation 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. All information is available as a hard copy but 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.

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Freedom of Information Schedule	DATE:	
EIA CARRIED OUT BY:	L. Lewis	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Race		X
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender identity		X
Sexual orientation		X

Any adverse impacts are explored in a Full Impact Assessment.