



SHIRELAND
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust Policy

Freedom of Information Publication Scheme

2017

Committee and Date Approved	Full Board – January 2018
Category	Statutory - Operations
Next Review Date	Annually unless change in legislation – Autumn 2019
Policy Availability	Trust Website
Officer Responsible	HR Director of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must
comply with this policy.**

Contents

Introduction	3
Classes of information	3
Publications	6
Charges	7
Written requests.....	7
Contact details	7

Introduction

What a publication scheme is and why it has been developed

The Shireland Collegiate Academy Trust Board is responsible for maintenance of this scheme, which was initially approved on 2 December 2010.

This publication scheme commits the Trust 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 Trust.

The scheme commits Shireland Collegiate Academy Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust 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 Trust 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.

Classes of information

Who we are and what we do

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

- **Instruments of Government** – name of Academy/Trust, Category of school and constitution.
- **Prospectus** – the statutory contents of the prospectus are:
 - Information about the implementation of the policy on pupils with SEN
 - Description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan.
- **Trustees and Governors** – the names and contact details and the basis on which they have been appointed.
- **Session Times** – details of session times and dates of terms and holidays.
- **Location and contact information** – the address, telephone number and website for the Academy together with the names of key personnel.

What we spend and how we spend it

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

The minimum expected is that financial information for the current and previous two financial years should be available.

- **Annual budget plan and financial statements** – details of the individual Academy budget and the annual income and expenditure returns.
- **Capital funding** – details of the capital funding allocated to the Academies together with information on related building projects and other capital projects.
- **Additional funding** – income generation schemes and other sources of funding including private sector sponsors and specialist school monies.
- **Procurement and contracts** – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through the formal tendering process.
- **Pay policy** – the statement of the policy and procedures regarding teacher's pay.
- **Staffing and grading structure**
- **Governors allowances** – details of any allowances and expenses that can be claimed or incurred.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

The minimum expected is the current information. This is the type of information expected to be readily available for publication. Any other reports or recorded information showing the planned or actual performance should normally be included.

- **Profile**
 - Government supplied performance data
 - Summary of latest Ofsted report (full report should also be available)
 - The required narrative covering such areas as: successes during the year, areas of improvement, efforts to meet the individual needs of every child, pupil's health, safety and support, post Ofsted action plan and links with parents and the community.
- **Performance management information** – performance management policy and procedures adopted by the Trust.
- **Future plans** – any major proposals for the future of the Academies.
- **ECM/Child Protection** – the contribution to the five ECM outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

How we make decisions

Decision making processes and records of decisions. *Information for current and previous three years expected to be available.*

- **Admissions policy/decisions** – *the admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held.*
- **Minutes of meeting of Board/Governing Body and its sub committees** – *minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.*

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- **Shireland Collegiate Academy Trust Policies** – *this will include policies and procedures together with other information related to the Academies such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct, discipline and grievance, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.*
- **Pupil and curriculum policies** – *this will include such policies as home-school agreement, curriculum, sex education, SEN, accessibility, race equality, collective worship, careers education and pupil discipline.*
- **Records management and personal data policies** – *this will include information security policies, records retention, destruction and archive policies and data protection (including data sharing) policies.*
- **Equality and diversity** – *this will also include policies, schemes, statements and procedures and guidelines relating to equal opportunities.*
- **Policies and procedures for the recruitment of staff** – *if vacancies are advertised as part of the recruitment policies, details of current vacancies will be readily available.*
- **Charging regimes and policies** – *details of any statutory charging regimes should be provided. 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.*

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of Shireland Collegiate Academy Trust.

- **Disclosure logs** – *it is good practice to keep a disclosure log indicating the information provided in response to requests, this should be readily available.*
- **Asset register** – *expected that some information from capital asset registers to be available if such registers are held.*
- **Any information the Trust is currently legally required to hold in publicly available registers**

The services we offer

Information about the services Shireland Collegiate Academy Trust provides including leaflets, guidance and newsletters.

- Extra- curricular activities
- Out of school clubs
- Academy publications
- Services for which the Academies are entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters

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.

Publications

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

Shireland Collegiate Academy Trust 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 Trust, information will be provided on our 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, we 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.

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

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 Trust 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.

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.

Contact details

If you require a paper version of any information, or want to ask whether information is available please contact Shireland Collegiate Academy Trust by telephone, email, fax or

letter. Contact details are set out below or you can visit our website at:
www.shirelandcollegiateacademy.org.uk

Email: info@collegiateacademy.org.uk

Tel: 01215588086

Contact Address: Shireland Collegiate Academy, Waterloo Road, Smethwick, West Midlands, B66 4ND

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact Shireland Collegiate Academy Trust to ask if we have it.

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