



**Publication Scheme on  
Information available under  
The Freedom of Information  
Act 2000**

**This is Furze Platt Senior School Publication Scheme on Information available under the Freedom of Information Act 2000**

The Governing Body is responsible for the maintenance of this scheme:

### **Model Publication Scheme**

This model publication scheme has been prepared and approved by the Information Commissioner.

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

The scheme commits the school:

- 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.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with 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 school 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.
- 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 school.
- The services we offer – Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, exempt under the Freedom of Information Act, or 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 school 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 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, the school 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 the school 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 provided 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 school 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 the school, 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 the school that is not published under this scheme can be requested in writing to the Head of Operations at the School Office, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Guide to information produced by Furze Platt Senior School under the Model Publication Scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>Current information only</i>	
Academy Funding Agreement	Contact Head of Operations via school office.
Academy staff and structure	Contact Head of Operations via school office
Governing Body	School website, Clerk to Governors
School session times, term dates & holidays	School website
Location and contact information – address, telephone number and website	School website <a href="http://www.furzeplatt.com">http://www.furzeplatt.com</a>
Contact details for the Headteacher and the Governing Body	School website, school office, Clerk to Governors
Academic Results	School website, DfE website
Articles of the Association	School website
School Prospectus	School website
Sixth Form Prospectus	School website
Tutor Group List	School website
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>	
Annual budget plan and financial statements	Contact Head of Operations via the school office.
Capital funding	
Additional funding	
Procurement and projects	
Staffing and grading structure	
Pay Policy	
Governors' allowances	
Annual Academy Trust Accounts	School website and Companies House
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>	
Government supplied performance data	Available online at <a href="http://www.education.gov.uk/schools/performance">http://www.education.gov.uk/schools/performance</a>

The latest Ofsted report	Available online at <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> and via school website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
Performance management information	Contact Head of Operations via school office.
Academy's future plans	Contact Head of Operations via school office.
Child protection – policies and procedures on safeguarding and promoting the welfare of children	School website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
<b>How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>	
Admissions policy, arrangements and procedures and right of appeal	School website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
Governing body meeting agendas, papers and minutes – information that is properly considered to be private is excluded.	Contact Clerk to the Governors via school office
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	
Academy policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints policy</li> <li>• Attendance policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	Contact Head of Operations via school office. Certain policies will also be published on the school website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Anti-Bullying</li> <li>• Behaviour for Learning</li> <li>• Curriculum</li> <li>• Drugs</li> <li>• Exams</li> <li>• Exclusions</li> <li>• Equalities</li> <li>• Gifted and talented</li> <li>• Home Learning</li> <li>• Internal safety</li> <li>• Offsite activity</li> <li>• SEND</li> </ul>	Contact Head of Operations via school office. Certain policies will also be published on the school website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>

Records management and personal data policies, including: Records retention and destruction and archive policies. Data protection (including information sharing policies) Freedom of Information	Contact Head of Operations via school office <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>	
Currently maintained lists and registers only.	Contact Head of Operations via school office <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
Asset Register	Contact Head of Operations via school office <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
Any information the academy is currently legally required to hold in publicly available registers	Contact Head of Operations via school office <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
<b>The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. <i>Current information only</i>	
Extra-curricular activities – lunchtime and after school	School website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
School publications	School website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>
Leaflets, books and newsletters	School website <a href="http://www.furzeplatt.com">www.furzeplatt.com</a>

## Schedule of charges

This describes how the charges have been arrived at

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\*the actual cost incurred by the school