



ERASMUS DARWIN ACADEMY

Procedure Title:	Publication Scheme
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Member of Staff Responsible:	Director of Finance
Status:	Statutory
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Change Record		
Version	Date	Description
1.1	3 Jul 14 (full Governors)	Inclusion of charges for dataset information
1.2	11 Oct 16	Amendments to Appendix 1
1.3		
1.4		

“Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the “Safeguarding Policy”.

The Freedom of Information Act 2000 Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Erasmus Darwin Academy without modification by Erasmus Darwin Academy and will be valid until further notice.

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

The scheme commits a school:

- 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 school 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 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 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 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 a 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 a 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 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.

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

The Publication Scheme will be available via the following website:
erasmusdarwinacademy.co.uk

Academy Contact: The Principal, Erasmus Darwin Academy, Pool Road, Burntwood, Staffs, WS7 3QW. Email: governor@eda.staffs.sch.uk

Schedule of Available Information

These are the publications as outlined in the Definition Document produced by the Information Commissioner's Office (attached at Appendix 1).

Guide to information available from Erasmus Darwin Academy under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – 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)	
Staff and structure – names of key personnel	VLE	
Names and contact details for the Principal and for the Governing Body and the basis of their appointment	VLE	√
Location and contact information – address, telephone number and website	Website	
Memorandum of Association	Website	
Articles of Association	Website	
Funding Agreement	Website	
School prospectus	Website	
School session times and term dates	Website and VLE	
GCSE Results	Website	

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<p>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)</p> <p>Current and previous two financial years as a minimum (accounts that have been filed with the Charity Commissions and Companies House)</p>	(hard copy)	
Academy Accounts	Website	
Register of Business Interests	Website	
Annual budget plan and financial statements	VLE	√
Capital funding	On request	√
Additional funding	On request	√
Procurement and contracts	On request	√
Pay policy	VLE	√
Staffing and grading structure	On request	√
Governors' allowances	On request	√

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy)	
<p>School profile</p> <ul style="list-style-type: none"> • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Government supplied performance data 	Website	
Performance Management information	VLE	
Academy's future plans	VLE	√
Safeguarding and promoting the welfare of children policies and procedures	VLE	√

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy or website)</p>	
<p>Admissions policy & procedures</p>	<p>Website</p>	
<p>Admission Appeal Information</p>	<p>Website</p>	
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>VLE</p>	<p>√</p>
<p>Papers & Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.</p>	<p>VLE</p>	<p>√</p>

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety & risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay Policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>VLE VLE VLE VLE VLE VLE On request On request On request</p>	<p>√ √ √ √ √ √</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special Educational Needs • Accessibility and Equality Action Plan • Equality Policy • Spiritual, Moral, Social and Cultural Development • Careers education (KS4 students) • Pupil discipline • Special Education Needs Offer and Policy • Pupil Premium Report 	<p>VLE VLE and Website VLE VLE VLE VLE Website VLE Website VLE/Website Website</p>	<p>√ √</p>

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection policies 	<p>On request On request VLE</p>	<p>√ √ √</p>
<p>Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies & procedures for the recruitment of staff - details of current vacancies will be available. 	<p>Website</p>	
<p>Charging regimes and policies.</p> <p>Details of any statutory charging regimes. 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.</p>	<p>VLE</p>	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>FAO Restricted</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>On request</p>	<p>√</p>
<p>Disclosure logs</p>	<p>On request</p>	<p>√</p>
<p>Asset register</p>	<p>On request</p>	<p>√</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>On request</p>	<p>√</p>

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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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	VLE	
Out of school clubs	VLE	
School publications	On request	√
Services for which the school is entitled to recover a fee, together with those fees	On request	√
Leaflets, books and newsletters	On request	√

Contact details:

The Principal
Erasmus Darwin Academy
Pool Road
Burntwood
Staffs
WS7 3QW

Tel: 01543 68582

Website: <http://www.erasmusdarwinacademy.co.uk>

Freedom of Information

Appendix 1

Guide to information available from Erasmus Darwin Academy under the Publication Scheme

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute, when appropriate)
Other	Where a significant amount of documentation is requested, an additional charge will be made to cover the time taken to copy and collate at a rate commensurate with the member of staff's hourly pay. If a request requires further administrative work in order to ensure appropriate compliance, a charge will be made at a rate of £25 per hour.	

* *the actual cost incurred by the Academy*