



Freedom of Information Act Model Publication scheme
Based on a template from Information Governance Team (Dudley)

Contents

Freedom of Information Act Model Publication Scheme	3
Rationale	3
What does the Model Publication Scheme commit the School to?	3
Classes of Information	4
The method by which information published under this scheme will be available	5
Charges which may be made for information published under this scheme	6
Written Requests	7
Version Control	7
Further information	7
Additional guidance	7
Appendix 1 Model Publication Scheme Template	8

Freedom of Information Act Model Publication Scheme

Rationale

The model publication scheme has been prepared and approved by the Information Commissioners Office. The Skylark Partnership, and the academies within the Trust, can adopt the Model Publication Scheme without modification and without further approval and will be valid until further notice.

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

What does the Model Publication Scheme commit the Trust to?

The scheme commits The Skylark Partnership:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by The Skylark Partnership and falls within the classifications below.
- To specify the information which is held by The Skylark Partnership 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 Skylark Partnership 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 Skylark Partnership that has been requested, and any updated versions it holds, unless The Skylark Partnership 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 Skylark Partnership is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

Classes of Information

Description	Content
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 available](#)

The Skylark Partnership 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 Skylark Partnership, 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 Skylark Partnership] 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 Skylark Partnership 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 Skylark Partnership 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 Skylark Partnership, 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Version Control

This policy will be evaluated on a regular basis with The Corporate Information Governance team (Dudley)

Further information

For further information, please contact the Trust CEO and/or
YourIG Data Protection Officer Service
Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ

Email: YourIGDPOService@dudley.gov.uk tel: 01384 815607

Additional guidance

This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)

Appendix 1 Model Publication Scheme Template

Note: This template is intended to assist smaller schools (and in particular primary and nursery schools) to meet their publication scheme obligations. Please refer to the document ["How to complete the Guide to Information for Schools"](#).

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only	(hard copy and/or website)	
Who's who in the school		
Who's who on the governing body/board of governors and the basis of their appointment		
Instrument of Government / Articles of Association		
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)		
School prospectus (if any)		
Annual Report (if any)		
Staffing structure		
School session times and term dates		

Address of school and contact details, including email address		
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	(hard copy and/or website)	
Annual budget plan and financial statements		
Capital funding		
Financial audit reports		
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical		
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 LA or diocese)		
Pay policy		
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		
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (SLT or equivalent as above) in bands of £10,000; for more junior posts, by salary range		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors		
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	(hard copy or website)	
School profile (if any). And in all cases: ▪ Performance data supplied to the English or a direct link to the data		

<ul style="list-style-type: none"> ▪ The latest Ofsted Inspectorate report <ul style="list-style-type: none"> - Summary - Full report ▪ Post-inspection action plan 		
Performance management policy and procedures adopted by the governing body		
Performance data or a direct link to it		
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status		
Safeguarding and child protection		

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions) – where applicable		
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings)		

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. These will include policies and procedures for handling information requests	(hard copy or website)	
---	------------------------	--

<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 (including information sharing policies) 		
<p>Charging regimes and policies. This should include details of any statutory charging regimes.</p> <p>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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”)</p>		

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the school is currently legally required to hold in publicly available registers		

<p>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</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities		
Out of school clubs		

Services for which the school is entitled to recover a fee, together with those fees		
School publications, leaflets, books and newsletters		

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
--	--	--

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 @ price per sheet (black & white)	Actual cost *
	Photocopying/printing @ price 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)

* the actual cost incurred by the public authority