



Whitburn Church of England Academy

Publication Scheme (GDPR)

Preface

The Academy Vision and Values can be found here:

<https://www.whitburncofeacademy.org/about-us/academy-ethos.html>

This policy and its associated procedures are based on these key principles and values.

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

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

The scheme commits an authority:

- 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 authority 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 authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

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

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Who’s who in the school	<i>Hard Copy</i>	Postage and Printing
Who’s who on the governing body / board of governors and the basis of their appointment	<i>Hard Copy / website</i>	Postage and Printing
Instrument of Government / Articles of Association	<i>Hard Copy</i>	Postage and Printing
Contact details for the Principal and for the governing body, via the school (named contacts where possible).	<i>Hard Copy</i>	Postage and Printing
School prospectus (if any)	<i>School Website</i>	
Staffing structure	<i>Hard Copy</i>	Postage and Printing
School session times and term dates	<i>School Website</i>	
Address of school and contact details, including email address.	<i>School Website</i>	

What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Information to be published. This includes datasets where applicable #	How the information can be obtained	Cost#
Annual budget plan and financial statements	<i>Hard Copy</i>	Postage and Printing
Capital Funding	<i>Hard Copy</i>	Postage and Printing
Financial audit reports	<i>Hard Copy</i>	Postage and Printing
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	<i>Hard Copy</i>	Postage and Printing
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 or diocese).	<i>Hard Copy</i>	Postage and Printing
Pay policy	<i>Hard Copy</i>	Postage and Printing
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	<i>Hard Copy</i>	Postage and Printing
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.	<i>Hard Copy</i>	Postage and Printing
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	<i>Hard Copy</i>	Postage and Printing

What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
School profile Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	<i>School Website</i>	
The latest Ofsted - Summary - Full report	<i>School Website</i>	
Performance management policy and procedures adopted by the governing body.	<i>Hard Copy</i>	Postage and Printing
Performance data or a direct link to it	<i>Hard Copy</i>	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<i>Hard Copy</i>	Postage and Printing
Safeguarding and child protection	<i>School Website</i>	

How we make decisions

- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	<i>School Website</i>	
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).	<i>Hard Copy</i>	Postage and Printing

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	<i>Hard Copy</i>	Postage and Printing
Charging regimes and policies.	<i>Hard Copy / website</i>	Postage and Printing

<p>This should include 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated</p>		
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Lists and registers

- Information held in registers required by law and other lists and registers relating to the functions of the authority.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	<i>Hard Copy</i>	Postage and Printing
Disclosure logs	<i>Hard Copy</i>	Postage and Printing
Asset register	<i>Hard Copy</i>	Postage and Printing
Any information the school is currently legally required to hold in publicly available registers	<i>Hard Copy</i>	Postage and Printing

The services we offer

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Extra-curricular activities	<i>School Website</i>	
Out of school clubs	<i>School Website</i>	
Services for which the school is entitled to recover a fee, together with those fees	<i>Hard Copy</i>	Postage and Printing
School publications, leaflets, books and newsletters	<i>School Website</i>	

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 the authority 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 public authority, 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, a public authority 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 an authority 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 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.

Schedule of Charges		
Type of charge – Cost to school	Description – Postage Photocopying Copyright	First Class 10p per single sided page Variable

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.

Freedom of Information Publication Scheme		
Creation Date	Version	Status
8 th May 2018	1.0	Adopted by the Governing Body
Revision Date		
7 th May 2019	2.0	Approved by the Governing Body
24 th March 2020	3.0	Approved by the Governing Body