FREEDOM OF INFORMATION PUBLICATION SCHEME including EXPLANATORY NOTE

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What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our School to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the School that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the School is the only owner

Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

Making information available

We will aim to provide as much information as possible on our School website. Where it is impracticable to make information available on the 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the School 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.

If you have a request for information, please contact the School at Crowcombeoffice@crowstog.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Address of school and contact details, including email address	On school website	Information freely available on website
Headteacher's contact details	On school website	Information freely available on website
Who's who in the school	On school website	Information freely available on website
Who's who on the governing board of governors and the selection criteria of their appointment	On school website	Information freely available on school website
Governing body's contact details	On school website	Information freely available on website
Instrument of Government/Articles of Association	On school website	Information freely available on website
School prospectus	We do not produce a prospectus, but lots of useful information on our website	Information freely available on website
School session times and term dates	On school website	Information freely available on website

What we spend and how we spend it

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

NB: Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office or enquire via the school email address. Financial Benchmarking available on the following website https://financial-benchmarking-and-insights-tool.education.gov.uk/	Information freely available on website
Capital funding	Contact the school office or enquire via the school email address	POA
Financial audit reports	Contact the school office or enquire via the school email address	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Contact the school office or enquire via the school email address	POA
Staff pay – details of senior staff salaries in bands of £5000. For all other posts, identify levels of pay by salary range	Contact the school office or enquire via the school email address	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Contact the school office or enquire via the school email address	POA
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Contact the school office or enquire via the school email address	POA
Procurement and contracts we have entered into	Contact the school office or enquire via the school email address	POA
Details of any premiums we receive such as Pupil Premium	On school website	Information freely available on website

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Latest Ofsted report • Summary • Full report • Post-inspection action plan	On school website	Information freely available on website
Exam and assessment results	On school website	Information freely available on website
Performance tables	On school website	Information freely available on website
The school's future plans e.g. proposals for and any consultation on the future of our school, such as a change in status.	5 year strategy available on school website	Information freely available on website
School profile and performance data supplied to the Government	Contact the school office or enquire via the school email address	POA
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Contact the school office or enquire via the school email address	POA

How we make decisions

NB: Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions policy and, where applicable, admission decisions *(e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful)*	Admission policy available on school website	Information freely available on website
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Contact the school office or enquire via the school email address	POA

Our policies and procedures

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	On the school website	Information freely available on website
Safeguarding and child protection, including protecting children's personal data	On the school website	Information freely available on website
Equality and diversity policies	Contact the school office or enquire via the school email address	Information freely available on website
Policies and procedures relating to recruitment and human resources	Contact the school office or enquire via the school email address	Information freely available on website
Special educational needs	On the school website	Information freely available on website
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	On the school website	Information freely available on website
Pay Policy	Contact the school office or enquire via the school email address	POA
Records management (Information security policies • Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Contact the school office or enquire via the school email address	POA
Charging regimes and policies.	On the school website Contact the school office or enquire via the school email address	Information freely available on website

Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On the school website	Information freely available on website
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Contact the school office or enquire via the school email address	POA
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Contact the school office or enquire via the school email address	POA
Asset register	Contact the school office or enquire via the school email address	POA
Any information the school/academy is currently legally required to hold in publicly available registers	Contact the school office or enquire via the school email address	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses
NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	On the school website	Information freely available on website
Out of school/academy clubs	On the school website	Information freely available on website
Services for which we are entitled to recover a fee, together with those fees	On the school website	Information freely available on website
Requests for paper copies of information	Contact the school office or enquire via the school email address	Information freely available on website
Our publications, leaflets, books and newsletters	On the school website	Information freely available on website
Additional information Any information that is not itemised in the lists above	Contact the school office or enquire via the school email address	POA

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 0.21.p per sheet (black & white)	Actual cost
	Photocopying/printing @1.8 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation if appropriate