

The Corsham School Academy Group

Freedom of information -Publication Scheme

The Corsham School Academy Group (**TCSAG**) has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and is based on the model scheme for schools and academies prepared and approved by the Information Commissioner (**ICO**).

The Governing Body (TCSAG board) has responsibility for ensuring that TCSAG complies with the Act.

Introduction: the development of a Publication Scheme.

Under the Freedom of Information Act 2010(FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers TCSAG's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by TCSAG and falls within the classifications below.
- To specify the information that is held by TCSAG 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 TCSAG 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 TCSAG that has been requested, and any updated versions it holds, unless TCSAG 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 TCSAG 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

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website <http://www.corsham.wilts.sch.uk/> and is categorised in 'Classes' as outlined later in this Scheme.

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. This includes information protected by the Data Protection Act.
- 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.

Requests for Information

Information that is not published under the scheme can be requested by email, letter or telephone

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

The FOIA requires certain information to be supplied before we can respond to your request:

- Your real name – we do not have to respond to requests submitted under a pseudonym.
- Your address (this could be your email addresses)
- A description of the information you wish to obtain.
- Any preferences for the format in which you wish to receive the information for example electronic or hard copy. We will endeavour to meet your preferences but cannot guarantee that we will be able to.

You do not need to:

- Explicitly mention the FOIA or Environmental Information Regulations 2004 (**EIR**), although it may be helpful
- Know whether the information is covered by the FOIA or the EIR
- Say why you want the information
- Specify particular documents; you have a right to information, however it is recorded.

If you have an information request or wish to get in touch with The Corsham School, please call reception to speak to one of our receptionists on **01249 713284** who will be able to deal with your enquiry or refer you to the relevant member of school staff.

Alternatively, you can contact by email.

reception@corsham.wilts.sch.uk

To contact the Headteacher, please email

headteacher@corsham.wilts.sch.uk

Our postal address is: **The Corsham School The Tynings, Corsham. Wiltshire, SN13 9DF**

Please make the subject of your request “**Publication Scheme Request**”.

If you would have difficulty making a written request, please call and speak to one of our receptionists on **01249 713284**

Comprehensive guidance on submitting requests is available from the Information Commissioner’s Office. However, we recommend the following.

Do:

- Clearly identify the information you want. Be clear about date ranges or timescales. If it is not clear what you are requesting, we may need to seek further clarification from you.
- Be as specific as possible. Ask questions such as “what” or “how much” as this is much more likely to result in a useful response.
- Use straightforward, polite language.

Do not:

- Use open-ended questions such as “why”. We do not have to answer your question if this would mean creating new information or giving an opinion or judgment that is not already recorded.
- Base your request on assumptions or opinions.
- Mix your request with complaints or comments.

We have a legal obligation to reply to your FOIA or EIR request within 20 working days of receipt. We will do one of the following:

- Supply you with the information you requested.
- Inform you that we don’t hold the information and, if we are able, advise you who does.
- Inform you that we hold the information requested but refuse to provide all or part of it and explain why, citing one or more of the exemptions from the FOIA or exceptions under EIR where relevant.
- Inform you that we need to extend the 20-working day deadline either to allow us to consider the Public Interest Test for FOIA requests or if the request is considered particularly complex for EIR requests.

If you are unhappy with the response received or the way your request was handled:

- You can ask us for an internal review of your FOIA or EIR request. When you write to us requesting an internal review, we will acknowledge your request and tell you how long the review will take. We aim to complete internal reviews within 20 working days, although cases that are complex may take longer. Where internal reviews go over 20 working days, we will keep you informed of progress.
- If, after an internal review, you are still not satisfied you can then complain to the Information Commissioner. For details of how to do this visit the ICO website. <https://ico.org.uk/make-a-complaint/>
- Full details of how to ask TCSAG for an internal review will be included in our initial response to your request.

- Details of how to complain further to the Information Commissioner will be included in our response to your internal review request

Paying for Information

Information published on the website of any school in TCSAG is free. Single copies of information covered by this publication are usually provided free. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printing publication or video

Charges may be made for information subject to a charging regime specified by Parliament. In such instances, you will be notified in advance.

Annex 1: Guide to information available from The Corsham School Academy Group, under the Model Publication Scheme.

The method by which information published under this scheme will be made available is indicated in the tables below. Where it is within the capability of TCSAG, information will be provided on a website.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified (in TCSAG’s response to a request), 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 TCSAG 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.

Class 1: Who we are and what we do		
(Organisational information, structures, locations and contacts)		
	Hard copy *	Web Site
Who’s who in the school		
Who’s who on the Governing Body and the basis of	✓	✓
their appointment.	✓	✓

Articles of Association	✓	✓
Contact details for the Headteacher and members of the Governing Body.	✓	✓
School Prospectus	✓	✓
Sixth Form Prospectus	✓	✓
Staffing Structure	✓	✓
School session times and term dates	✓	✓

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.		
Annual budget plan	✓	
Annual financial statements	✓	✓
Capitalised funding	✓	
Additional funding	✓	
Procurement and projects	✓	
Pay policies	✓	
Staffing and grading structures	✓	
Governors' expenses	✓	

Class 3: What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews.)		

Government supplied performance data and tables		✓
Latest Ofsted report		✓
Performance management policy and procedures adopted by the Governing Body	✓	

Class 4: How we make decisions (Decision making processes and record of decisions) <i>Current and previous three years</i>		
Information to be published		
Admissions policy/decisions (not individual admissions decisions)	✓	✓
Agendas of meetings of the Governing Body and its sub-committees	✓	
Committee Terms of Reference	✓	
Minutes of meetings (as above) – this will exclude confidential items	✓	

Class 5: Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including:		
Charging and remissions policy	✓	✓
Health & Safety	✓	✓
Child Protection	✓	✓
Complaints procedure	✓	✓
Discipline and grievance policies	✓	✓
Medical	✓	✓
Equality and diversity (including equal opportunities) policies	✓	✓

Pupil and curriculum policies, including:		
Sex and relationship education	✓	✓
Special Educational needs policy	✓	✓
Positive Discipline	✓	✓
Accessibility plan	✓	✓
Examination policy and procedures	✓	✓
Anti-bullying	✓	✓
Exclusion policy	✓	✓
Records management and personal data policies, including		
Data protection	✓	✓
Freedom of Information – publication scheme	✓	✓

Class 6: Lists and Registers		
<i>Currently maintained lists and registers only</i>		
Disclosure logs	✓	
Asset register	✓	
Any information the school is currently legally required to hold in publicly available registers	✓	

Class 7: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curriculum activities and out of school clubs	✓	
School publications and magazines	✓	

Leaflets and newsletters		✓
*We reserve the right to charge for hard copies of items above		