

# The Corsham School Academy Group

## Freedom of information -Publication Scheme

The Corsham School Academy Group has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the Academy 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 the Academy's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the Academy and falls within the classifications below.
- To specify the information that is held by the Academy 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 Academy makes available under this scheme.
- To make this publication scheme available to the public.

All information in the Publication Scheme is available in paper form.

### **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.

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](mailto:reception@corsham.wilts.sch.uk)

To contact the Headteacher, please email

[headteacher@corsham.wilts.sch.uk](mailto: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**”.

### **Paying for Information**

Information published on the Academy website 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

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.**

<b>Class 1: Who we are and what we do</b>		
(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	✓	✓
<b>Class 2: What we spend and how we spend it</b>		
(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 and financial statements	✓	✓
Capitalised funding	✓	
Additional funding	✓	
Procurement and projects	✓	
Pay polices	✓	
Staffing and grading structures	✓	
Governors' expenses	✓	
<b>Class 3: What our priorities are and how we are doing</b>		
(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	✓	

<b>Class 4: How we make decisions</b> (Decision making processes and record of decisions) <i>Current and previous three years minimum</i>		
<b>Information to be published</b>		
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	✓	
<b>Class 5: Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including:		
<ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health &amp; Safety</li> <li>• Child Protection</li> <li>• Complaints procedure</li> <li>• Discipline and grievance</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<ul style="list-style-type: none"> <li>• Medical</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
Pupil and curriculum policies, including:		
<ul style="list-style-type: none"> <li>• Sex and relationship education</li> <li>• Special Educational needs</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<ul style="list-style-type: none"> <li>• Positive Discipline</li> <li>• Accessibility plan</li> <li>• Examination policy and procedures</li> <li>• Anti-bullying</li> <li>• Exclusion policy</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
Records management and personal data policies, including		
<ul style="list-style-type: none"> <li>• Data protection</li> <li>• Freedom of Information – publication scheme</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>

<b>Class 6: Lists and Registers</b>		
<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	✓	
<b>Class 7: The services we offer</b> (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