



**DISCOVERY**  
EDUCATIONAL TRUST

## **Freedom of Information Publication Scheme**

Title	Freedom of Information Publication Scheme
Author/Owner	IGS, Essex County Council
Status	Final
Review Cycle	Annual
Review Date	August 2022
Security Classification	OFFICIAL

## 1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information that they will routinely make available to the public. This Publication Scheme follows a template approved by the Information Commissioner.

The Scheme commits Discovery Educational Trust (DET) and its Schools to:

- Proactively/routinely publish information, which is held by them falling within the “Classes” below (see Section 2) in line with this Scheme;
- Specify the information;
- Explain how it is 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 DET and its Schools 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 DET/each of its Schools is the only owner.

## 2. Classes of Information

There are seven classes of information that DET and its Schools hold (see Section 6):

- A. Who we are and what we do;
- B. What we spend and how we spend it;
- C. What our priorities are and how we are doing;
- D. How we make decisions;
- E. Our policies and procedures;
- F. Lists and registers;
- G. The services we offer.

The Classes of Information do not generally include:

- Information, the disclosure of which is prevented by law, or exempt under FOI, 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.

## 3. Making Information Available

Information is 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, DET/its Schools indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details are provided. An appointment to view the information is arranged within a reasonable timescale.

Information is 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 does so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats are adhered to when providing information in accordance with this Scheme.

#### **4. Charging**

Charges 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 DET/its Schools for routinely published material are justified and transparent and kept to a minimum.

Material, which is published and accessed on a website, is provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover DET/its Schools' costs, 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 circumstances (including the general principles of the right of access to information held), justified and are in accordance with a published schedule or schedules of fees, which is readily available.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges are 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 DET/its Schools.

If a charge is to be made, confirmation of the payment due is given before the information is provided. Payment is requested prior to provision of the information.

#### **5. Written Requests**

Information held by DET/its Schools that is not published under this Scheme can be requested in writing, when its provision is considered in accordance with the provisions of FOI.

## 6. The Scheme

### Class 1 - Who we are and what we do

For example: Organisational information, staffing structures, locations and contacts. This is current information only. This information may be available on DET/School websites, or in hard copy, or both.

#### Information to be published

Who's who in DET/its Schools

Who's who on the Trust Board and the Local School Committee and the basis of their appointment

Articles of Association

Contact details for the Headteacher and for the Local School Committee (named contacts where possible with telephone number and email address (if used))

School Prospectus

Annual Report

Staffing Structure

School session times and term dates

### Class 2 – What we spend and how we spend it

For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum. This information may be available on DET/School websites, or in hard copy, or both.

#### Information to be published

Annual budget plan and financial statements

Capitalised funding

Additional funding

Procurement and projects

Pay Policy

Staffing and Grading Structure

Trustee and Local Governor Allowances

### Class 3 – What our priorities are and how we are doing

For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum. This information may be available on DET/School websites, or in hard copy, or both.

#### Information to be published

##### *School profile:*

- Government supplied performance data
- The latest Ofsted report:
  - Summary
  - Full report

Performance Management Policy adopted by the Trust Board

DET/Schools' future plans

Every Child Matters – policies and procedures

#### **Class 4 – How we make decisions**

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. This information may be available on DET/School websites, or in hard copy, or both.

##### **Information to be published**

**Admissions Policy/decisions (not individual admission decisions)**

**Agendas of meetings of the Trust Board/Local School Committee and (if held) its sub-committees**

**Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.**

#### **Class 5 – Our policies and procedures**

For example: Current written protocols, policies and procedures for delivering DET/School services and responsibilities. Current information only. This information may be available on DET/School websites, or in hard copy, or both.

##### **Information to be published**

###### ***DET/School policies including:***

- **Charging and Remissions Policy**
- **Health and Safety Policy**
- **Complaints Policy and Procedure**
- **Staff Code of Conduct**
- **Discipline and Dismissal Procedure**
- **Grievance Procedure**
- **Staffing structure implementation plan**
- **Information request handling policy**
- **Equality and Diversity in Employment Policy (including Equality Statement and Objectives)**
- **Recruitment Procedure**

###### ***Pupil and curriculum policies, including:***

- **Home School Agreement**
- **Curriculum**
- **Relationships and Sex Education and Health Education Policy**
- **Special Educational Needs and Disability Policy**
- **Accessibility Plan**
- **Race equality**
- **Collective worship**
- **Careers education**
- **Pupil discipline**

###### ***Records management and personal data policies, including:***

- **Information Security Policies**
- **Records Retention, Destruction and Archive Policies**
- **Data Protection (including Information Sharing) Policy**

###### ***Charging regimes and policies:***

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.

### **Class 6 – Lists and Registers**

For example: Currently maintained lists and registers only. This information may be available on DET/School websites, or in hard copy, or both. Please note that some information may only be available by inspection.

#### **Information to be published**

**Curriculum circulars and statutory instruments**

**Disclosure logs**

**Asset register**

**Any information that DET/its Schools are currently legally required to hold in publicly available registers**

### **Class 7 – The services we offer**

For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. This information may be available on DET/School websites, or in hard copy, or both.

Please note that some information may only be available by inspection.

#### **Information to be published**

**Extra-curricular activities**

**Out of school clubs**

**DET/School publications**

**Services for which DET/its Schools are entitled to recover a fee, together with those fees**

**Leaflets, books and newsletters**

**How to get a copy and associated costs**

**Where information is available on DET/School websites, it is free of charge.**

**Where information is not available on DET/School websites, but forms part of DET/School Publication Schemes, it is free of charge.**

**Where information is available on DET/School websites, but you have requested a hard copy a charge can be made to cover costs (see Section 7).**

## **7. Schedule of Charges**

**Photocopying/printing @ 10p per sheet (black & white)**

**Photocopying/printing @ 15p per sheet (colour)**

**Postage – applied at cost of Royal Mail standard 2<sup>nd</sup> Class post.**