



**DISCOVERY**  
EDUCATIONAL TRUST

## **Freedom of Information Publication Scheme**

Title	Freedom of Information Publication Scheme
Author/Owner	IGS, Essex County Council (F4 2023)
Status	Final
Review Cycle	Annual
Review Date	October 2024
Security Classification	OFFICIAL

## 1. What is a Publication Scheme?

The Freedom of Information (FoI) Act (2000) requires all Public Authorities (including schools) to produce a register of the types of information it routinely makes 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 publish or otherwise make available as a matter of routine, information, including environmental information, which is held by DET/its Schools and falls within the classifications below.
- To specify the information, which is held by DET/its Schools 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 DET/its Schools make available under this scheme.
- To produce a schedule of any fees charged for access to information, which is proactively made available.
- To make this publication scheme available to the public.
- To publish any dataset held by DET/its Schools that has been requested, and any updated versions it holds, unless DET/its Schools are 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 DET/its Schools are the only owners, 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 FoI Act Section 19. The term 'dataset' is defined in section 11(5) of the FoI Act. The term 'relevant copyright work' is defined in Section 19(8) of that Act.

## 2. Classes of information

There are seven classes of information held by DET/its Schools (see Section 6 below for details):

1. Who they are and what they do.
2. What they spend and how they spend it.
3. What their priorities are and how they are doing.
4. How they make decisions.
5. Their policies and procedures.
6. Lists and registers.
7. The services they offer.

The classes of information do not generally include:

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

### 3. Making Information Available

DET/its Schools indicate clearly to the public what information is covered by this scheme and how it can be obtained.

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 below).

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 DET/its Schools are legally required to translate any information, they do 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 maximum 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 Parliament.

Charges may be made for actual disbursement 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 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 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 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 Act 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 may be requested prior to provision of the information.

### 5. Written Requests

Information held by DET/its School that is not published under this scheme can be requested in writing, when its provision is considered in accordance with the provisions of the FoI Act.

### 6. The Scheme

**Class 1 – DET and its Schools - who they are and what they 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 the Trust/School;**

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

**Information about duties of the Trustees/Local Governors;**

<b>Memorandum and Articles of Association of the Trust;</b>
<b>Location and contact details for DET/School and key personnel. Names and positions of all staff and how they can be contacted;</b>
<b>School prospectus and curriculum;</b>
<b>Annual Report;</b>
<b>Staffing structure;</b>
<b>School session times and term dates;</b>
<b>Gender Pay Gap Reporting.</b>

**Class 2 – DET and its Schools - what they spend and how they spend it.**  
**For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum. This information may be available on DET/School websites or in hard copy or both.**

<b>Information to be published:</b>
<b>Annual budget plan and financial statements;</b>
<b>Capital funding;</b>
<b>Additional funding;</b>
<b>Procurement and contracts;</b>
<b>Pay Policy;</b>
<b>Staffing and grading structure;</b>
<b>Staff allowances and expenses;</b>
<b>Trustee and Local Governor allowances;</b>
<b>Expenditures;</b>
<b>Financial Audit Reports;</b>
<b>Premiums and other forms of financial support e.g. pupil premium;</b>
<b>Trade Union facility time reporting.</b>

**Class 3 – DET and its Schools - what their priorities are and how they 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.**

<b>Information to be published:</b>
<b>School profile:</b>
<ul style="list-style-type: none"> <li>• <b>Government supplied performance data;</b></li> <li>• <b>The latest Ofsted report:</b> <ul style="list-style-type: none"> <li>- <b>Summary;</b></li> <li>- <b>Full report.</b></li> </ul> </li> </ul>
<b>Performance management tables, policy and procedures adopted by the Trust Board/Local School Committee;</b>
<b>Trust/School future plans;</b>
<b>Exam and assessment results;</b>
<b>Data Protection Impact Assessments (in full or summary format) or any other impact assessments (e.g. health and safety, equality) as appropriate and relevant.</b>

**Class 4 – DET and its Schools - how they 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);**

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

**Class 5 – DET/School policies and procedures.**

**For example: Current written protocols, policies and procedures for delivering Trust/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:**

***Trust/School policies including:***

- **Charging, Refunds 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;**
- **Safeguarding and Child Protection Policy;**
- **Equality and Diversity in Employment Policy;**
- **Equality Statement and Objectives;**
- **Employee Recruitment Procedure;**
- **Pay Policy;**
- **Careers Policy including Provider Access Statement.**

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

- **Home School Agreement (where one is published);**
- **Curriculum;**
- **Relationships and Sex Education and Health Education Policy;**
- **Special Educational Needs and Disability (SEND) Policy;**
- **Accessibility Plan;**
- **Race equality;**
- **Collective worship;**
- **Careers education;**
- **Behaviour Policy;**
- **Anti-Bullying Policy;**
- **Online Safety Policy.**

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

- **Information security policies;**
- **Records retention destruction and archive policies;**
- **Data Protection (including information sharing policies and CCTV).**

***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 some information may only be available by inspection.

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

**Curriculum circulars and statutory instruments;**

**Disclosure Logs;**

**Asset Register;**

**Any information that the Trust/School is currently legally required to hold in publicly available registers;**

**CCTV operation, where relevant.**

### **Class 7 – The services that DET/its Schools offer.**

For example: Information about the services that DET/Its Schools 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 some information may only be available by inspection.

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

**Extra-curricular activities;**

**Out of school clubs;**

**Trust/School publications;**

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

**Leaflets, books and newsletters.**

## **7. How to Get a Copy and Potential 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 their Publication Scheme, it is free of charge. Where information is available on DET/School websites, but where a hard copy is requested, a charge can be made to cover costs, please see below.

#### **Description**

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

Photocopying/printing @ 15p per sheet (colour)

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