Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Freedom of Information Publication Scheme

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Publication Scheme

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 it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the "Classes" below (see section 2) 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

2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

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 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.

3. Making Information Available:

Information will be 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 web site, the school will 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 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 an authority 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.

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 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 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 you.

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 will be requested prior to provision of the information.

5. Written requests

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.

6. The Scheme

Class 1 - Who we are and what we do

For example: Organisational information, staffing structures, locations and contacts. This will be current information only. This information may be available on our website or in hard copy or both.

Information to be published
Who's who in the school
Who's who on the governing body and the basis of their appointment
Instrument of Government
Contact details for the Head teacher and for the governing body (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 our website 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
Governors' 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 our website 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 and procedures adopted by the governing body.
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 our website or in hard copy or both.

Information to be published

Admissions policy/decisions (not individual admission decisions)
Agendas of meetings of the Local Governing Body and its sub-committees (if any)
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 our services and responsibilities. Current information only. This information may be available on our website or in hard copy or both.

Information to be published

School policies including:
- Charging and remissions policy
- Health and Safety
- Complaints procedure
- Staff conduct policy
- Discipline and grievance policies
- Staffing structure implementation plan
- Information request handling policy
- Equality and diversity (including equal opportunities) policies

Staff recruitment policies

Pupil and curriculum policies, including:
- Home-school agreement
- Curriculum
- Sex education
- Special educational needs
- Accessibility
- 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 policies)

Class 6 – Lists and Registers

For example: Currently maintained lists and registers only.   This information may be available on our website 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 the school is currently legally required to hold in publicly available registers **(This does not include the attendance register)**

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 our website or in hard copy or both.

Information to be published
Extra-curricular activities
Out of school clubs
School publications
Services for which the school is entitled to recover a fee, together with those fees
Leaflets books and newsletters
How to get a copy & Costs
Where information is available on our website it is free of charge.
Where information is not available on our website but forms part of our Publication Scheme it is free of charge

7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION
"Disbursement" cost	Photocopying/printing @ 10p per sheet (black & white)
	Photocopying/printing @ 15p per sheet (colour)
	Postage – applied at cost of Royal Mail standard 2nd class post.

Openness   Honesty   Social Responsibility   Caring for Others