



Freedom of Information Publication Scheme

Author:	Academy Services Manager
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Date of last review/amendment:	July 2020
Date of next review:	July 2023

Treat everyone you meet with dignity. Love your spiritual family. Revere God. This is the kind of life you've been invited into, the kind of life Christ lived.

1 Peter 2: Verse 17 – 23

Introduction

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

The Governing Body is responsible for maintenance of this scheme. The Governing Body has delegated the day to day responsibility for compliance with FOIA to the Executive Principal. The Freedom of Information Policy will be reviewed every three years by the Governing Body.

This is All Saints Academy's Publication Scheme on information available under the Freedom of Information Act 2000 (FOIA).

This scheme exists to provide a framework for supporting our stated aim of “*Living Well Together with Dignity, Faith and Hope*”, and this translates into our everyday practice.

The value of dignity is particularly relevant when we consider the needs of students with Special Educational Needs or Disabilities as we want to promote a community which is inclusive and accessible by all.

Purpose

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all Academy Schools, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available on the school's website or available in paper form.

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Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

We endeavour to share with all and make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Academy does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Classes of Information Currently Published.

Procedure

If you require a paper version of any of the documents within the scheme, please contact the academy by telephone, email, fax or letter. Contact details are set out below or you can visit our website.

Website <https://www.allsaintsacademydunstable.org/>

Email: office@asadunstable.org

Tel: 01582 619700

Contact Address: Denise Greenhood
Academy Services Manager
All Saints Academy Dunstable,
Houghton Road,
Dunstable,
Bedfordshire.
LU5 5AB

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in capitals please).

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Appendix 1. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign.

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Feedback and complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to;

The Principal,
All Saints Academy Dunstable,
Houghton Road,
Dunstable,
Bedfordshire.
LU5 5AB

If you are not satisfied with the assistance that you get or if a resolution to your complaint has not been found and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Helpline: 0303 123 1113

Website: www.ico.gov.uk

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APPENDIX 1: Classes of information currently published

Class 1 Who's who in the school and what we do	Organisational information, structures, locations and contacts. This will be current information only.	How the information can be obtained	Cost
Governing Body	The names, and contact details of the governors should be available and the basis on which they have been appointed.	Website/ Printed	
School session times and term dates	Details of school session times and dates of school terms and holidays.	Printed and/or website	
Location and contact information	The address, telephone number and website for the school together with the names of key personnel.	Printed and/or website	

Class 2 What we spend and how we spend it	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum	How the information can be obtained	Cost
Annual budget plan and financial statements	Annual Financial Statement as submitted to the DfE	On application	£
Capital Funding	Statutory Accounts: Sources of funding & income e.g. Funding, grants and investment income	On application	£
Additional Funding	Income generation schemes and other sources of funding	On application	£
Procurement and contracts	Details of procedures used for acquisition of goods and services. Details of contracts that have gone through a formal tendering process	On application	£
Pay Policy	The statement of the school's policy and procedures regarding teachers' pay. <ul style="list-style-type: none"> • Staffing and grading structure • Governors' allowances Details of allowances and expenses that can be claimed or incurred.	On application	£

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Class 3 What our priorities are and how we are doing	Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	How the information can be obtained	Cost
<p>Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.</p> <ul style="list-style-type: none"> • School profile • Government-supplied performance data - Summary of latest Ofsted report* • The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community (* the full Ofsted report should also be available.) 			
Performance management information	Performance management policy and procedures adopted by the governing body.	Printed	
Schools future plans	Any major proposals for the future of the school involving, for example, consultation or a change in school status.	Printed	£
Child Protection	The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.	Printed and/or website	

Class 4 How we make decisions	Decision-making processes and records of decisions. Current and previous three years as a minimum.	How the information can be obtained	Cost
Admissions policy / decisions	The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.	Printed	£
Minutes of meetings of the Governing body and its subcommittees	Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting	Printed	

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Class 5 Our policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	How the information can be obtained	Cost
School policies	This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.	Printed and/or website	
Pupil and Curriculum policies	This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.	Printed and/or website	
Records management and personal data policies	This will include information security policies, records retention, destruction and archive policies and data protection (including data sharing) policies.	Printed	
Equality and diversity	This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.	Printed and/or website	
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Printed	
Charging regimes and policies	Details of any statutory charging regimes should be provided. 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.	Printed and/or website	

Class 6 Lists and registers	Currently maintained list and registers only	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	Printed	
Disclosure logs	If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.	Printed	
Asset register	We would expect some information from capital asset registers to be available, if such registers are held. Any information the school is currently legally required to hold in publicly available registers	Printed	
The services we offer	Information about the services the school provides including leaflets, guidance and newsletters. Current information only.		

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	<p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> • 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, booklets and newsletters. 		
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APPENDIX 2: Further documents held by the academy (not applicable at present, to be added to if this alters)

Name of document	Description