



# Freedom of Information Publication Scheme

Review frequency:	Biennial
Last reviewed:	Sept 20
Agreed by Trustees	7/12/20
Next review date:	Sept 22

In line with the Freedom of Information Act the academy will provide its Approved Publication Scheme on our web site (ICO Model Scheme).

## Venture Multi Academy Trust - Publication Scheme

*Information to be published*

*How the information can be obtained*    *Cost*

### **Class 1 – Who we are and what we do**

Who's who in the school	Prospectus and Website	Free
Who's who on the governing body and the basis of their appointment	Prospectus and website	Free
Instrument of Government	Website	Free
Contact details for the Head teacher – telephone number and email address	Prospectus and Website	Free
School prospectus	From School Office/ e-mail/Website	Free
Staffing structure	Hard copy	Free

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

*(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)*

Annual Accounts & Audit Report	Hard copy & website	Free
Capitalised funding	Hard copy	Free
Procurement and projects	Hard copy	Free
Pay policy	Hard copy	Free
Staffing and grading structure	Hard copy	Free

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

*(Strategies and plans, performance indicators, audits, inspections and reviews)*

Performance data	Website	Free
The latest full Ofsted report	Hard copy & Website	Free

Performance management policy and procedures adopted by the governing body.	Hard copy	Free
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#### **Class 4 – How we make decisions**

*(Decision making processes and records of decisions) Current and previous three years as a minimum*

Admissions policy/decisions (not individual admission decisions)	Hard copy & website	Free
Agendas of meetings of the governing body and (if held) its committees	Hard copy	10p/sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy	10p/sheet

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

*(Current written protocols, policies and procedures for delivering our services and responsibilities).  
Current information only*

School policies including: Charging and remissions policy	Hard copy & website	Free
Safeguarding & Child Protection	Hard copy & website	Free
Complaints procedure	Hard copy & website	Free
Staff conduct policy	Hard copy	Free
Discipline and grievance policies	Hard copy	Free
Single Equality Scheme	Hard copy & website	Free
Curriculum	Website/Prospectus	Free
Sex education	Website/Prospectus	Free
Special educational needs	Website/Prospectus	Free
Accessibility	Website/Prospectus	Free
Collective worship	Website/Prospectus	Free
Pupil discipline	Website/Prospectus	Free

Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website	Free
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### Class 6 – Lists and Registers

*Currently maintained lists and registers only*

Curriculum circulars and statutory instruments	Website/ Newsletters	Free
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy	10p/sheet

### Class 7 – The services we offer

*(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only*

Extra-curricular activities	Website/Prospectus /Newsletters	Free
Out of school clubs	Website/prospectus /Newsletters	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	10p/sheet
Leaflets books and newsletters	Website/ School Office	Free
<b>Additional Information</b> <i>This will provide schools with the opportunity to publish information that is not itemised in the lists above</i>	None	

### Contact details

### Schedule of charges

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

<i>Type of charge</i>	<i>Description</i>	<i>Basis of charge</i>
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Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority