

# **Freedom of Information Act**

## **Publication Scheme for All Saints Catholic College**

This publication scheme commits All Saints Catholic College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy.

The scheme commits All Saints Catholic College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information which is held by the Academy 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 the Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of Information**

#### **1. Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

#### **2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **3. What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **4. How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **5. Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

#### **6. Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### **7. The Services we Offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

#### **The method by which information published under this scheme will be made available**

All Saints Catholic College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of All Saints Catholic College, 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 website, All Saints Catholic College will indicate how information can be obtained by other means and provide it by those means.

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 the Academy 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.

### **Charges which 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 the Academy 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 Parliament.

Charges may be made for actual disbursements 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 the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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

### **Written Requests**

Information held by All Saints Catholic College 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.

## Contact Details

If you require a paper version of any information or want to ask whether information is available please contact the Academy by telephone, e-mail or letter. Contact details are set out below or you can visit the Academy website on [www.allsaintscatholiccollege.com](http://www.allsaintscatholiccollege.com) .

Tel: 0161 338 2120

Designated Officer: Gill McFadden

Email: [schooloffice@allsaintscatholiccollege.com](mailto:schooloffice@allsaintscatholiccollege.com)

Address: Birch Lane, Dukinfield, Cheshire, SK16 5AP

To help us process requests quickly correspondence should be clearly marked 'Freedom of Information Request.

## Annex 1: Guide to information available from All Saints Catholic College under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Class 1: Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> Current information only		
Academy staff and structure – names of key personnel	Available via the office	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Clerk to the Governing body	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Headteacher and the Governing Body	Via Heads PA	No Charge
<b>Class 2: What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and the previous two years financial years as a minimum.		

Information to be published	How the information can be obtained	Charge
Annual budget plan and financial statements	Hard Copy	Schedule of charges
Capitalised funding	Hard Copy	Schedule of charges
Additional funding	Hard Copy	Schedule of charges
Procurement and projects	Hard Copy	Schedule of charges
Staffing and grading structure	Hard Copy	Schedule of charges
Pay policy	Hard Copy	Schedule of charges
Governors' allowances	Hard Copy	Schedule of charges
<p><b>Class 3: What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)            Current information as a minimum.</p>		
Academy profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Hard Copy Website	Schedule of charges No Charge
Performance management policy and procedures adopted by the Board of Governors	Hard Copy	Schedule of charges

Information to be published	How the information can be obtained	Charge
Academy Improvement Plan	Hard copy	Schedule of charges
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	No charge
<p><b>Class 4: How we make decisions</b>            (Decision making processes and records of decisions)            Current and previous three years as a minimum</p>		
Admissions policy/decisions (not individual)	Website	No charge
Agendas of the meetings of the Governing Body and (if held) sub-committees	Hard copy	Schedule of charges
Minutes of the meetings of the above – NB this will exclude information that is properly considered to be private.	Hard copy	Schedule of charges
<p><b>Class 5: Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)            Current information only</p>		

Information to be published	How the information can be obtained	Charge
<p>Academy policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	<p>E-mail</p> <p>Hard Copy</p>	<p>No Charge</p> <p>Schedule of charges</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Relationships and sex education</li> <li>• Special education needs</li> <li>• Equality – disability/ disability accessibility plan</li> <li>• Equal opportunities including gender and race</li> <li>• Collective worship</li> <li>• Careers education information advice and guidance</li> <li>• Behaviour policy</li> </ul>	<p>E-mail</p> <p>Hard Copy</p>	<p>No Charge</p> <p>Schedule of charges</p>



Information to be published	How the information can be obtained	Charge
Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention and destruction policies</li> <li>• Data Protection policies</li> </ul>	Via e-mail Hard copy	No charge Schedule of charges
Charging regimes and policies	Website	No charge
<b>Class 6. Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the Academy is currently legally required to hold in publicly available registers <b>THIS DOES NOT INCLUDE ATTENDANCE REGISTERS</b>	Hard copy	Schedule of charges
<b>Class 7. The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website	No charge
Out of school clubs	Website	No charge

Information to be published	How the information can be obtained	Charge
School publications	Website	No charge
Services for which the Academy is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, booklets and newsletters	Website	No charge

### Schedule of Charges

This describes how the charges have been arrived at.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/Printing @ 5p per sheet (Black & White)	Actual cost*
	Photocopying/Printing @ 10p per sheet (Colour)	Actual cost*
	Postage	Actual cost of Royal Mails standard 2 <sup>nd</sup> Class
Statutory Fee		In accordance with relevant legislation

\*the actual cost incurred by the Academy