

FREEDOM OF INFORMATION – PUBLICATION SCHEME

Community Schools Trust has produced a Publication Scheme of information for use in all schools managed by the Trust. This relates to information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Board of Trustees has responsibility for ensuring that Academies in the trust comply with the Act.

Introduction: the development of a Publication Scheme

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the Trust's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by schools in the Trust and falls within the classifications below.
- To specify the information that is held by the Trust 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 Trust 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.

All information in the Publication Scheme is available in paper form.

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the individual school's websites and is categorised in 'Classes' as outlined later in this Scheme.

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. This includes information protected by the Data Protection Act.
- 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.

Requests for Information

Information that is not published under the scheme can be requested by e-mail, letter or fax.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

e-mail: info@forestgatecst.org
Tel: 020 8534 8666
Fax: 020 8519 8702
Address: Forest Gate Community
School Forest lane
London
E7 9BB

Please make the subject of your request "**PUBLICATION SCHEME REQUEST**".

PAYING FOR INFORMATION

Information published on the Trust / Academies websites is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video

In such instances, you will be notified in advance.

Annex 1: Guide to information available from Forest Gate Community School under the Model Publication Scheme

Information to be published be obtained

How the information can Cost

Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Website	No charge
Who's who on the Governing Body and the basis of their appointment	Website	No charge
Articles of Association	Website	No charge
Contact details for the Headteacher and members of the Governing Body	Website	No charge
Staffing Structure	Hard copy	See charges
School session times and term dates	Website	No charge
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.) Current and previous financial year as a minimum.		
Annual budget plan and financial statements	Hard copy	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay policies	Hard copy	See charges
Staffing and grading structure	Hard copy	See charges
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Government supplied performance data Latest Ofsted report	Hard copy Website	See charges No charge
Performance management policy and procedures adopted by the Governing Body	Hard copy	See charges
Safeguarding – policies and procedures	Website	No charge
Class 4: How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body and its sub-committees	Website	No charge
Committee Terms of Reference	Website	No charge
Minutes of meetings (as above) – this will exclude information classified as 'Confidential'	Website	No charge

Class 5: Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety • Child Protection • Complaints procedure • Discipline and grievance policies • Medical • Equality and diversity (including equal opportunities) policies 	Website Website Website Website Hard copy Website Website	No charge No charge No charge No charge See charges No charge No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Sex and relationship education • Personal social and health education • Additional needs • Accessibility • Race equality • Anti bullying 	Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge
Records management and personal data policies including: <ul style="list-style-type: none"> • Records retention • Data protection • Freedom of Information – publication scheme 	Website Website Website	No charge No charge No charge
Class 6: Lists and Registers		
Currently maintained lists and registers only		
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 ATTENDANCE REGISTERS	Hard copy Hard copy Hard copy Hard copy	See charges See charges See charges See charges
Class 7: The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<i>Current information only</i>		
Extra-curricular activities & out of school clubs	Website	No charge
School publications	Website	No charge
Leaflets and newsletters	Website	No charge

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 6p per sheet (black & white)	Actual cost
	Photocopying/printing at 15p Per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation