

St Benedict's Catholic College



Freedom of Information Policy / Publication Scheme

Title	Freedom of Information Policy / Publication Scheme
Status	Approved
Date Approved	May 2022
Review Date	May 2025

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 college to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the college and falls within the classifications below.
- To specify the information which is held by the college 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 college 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
- To publish any dataset held by the college that has been requested, and any updated versions it holds, unless the college is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the college is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of information

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

- 1 Who we are and what we do.
- 2 What we spend and how we spend it.
- 3 What our priorities are and how we are doing.
- 4 How we make decisions.
- 5 Our policies and procedures.
- 6 Lists and registers.
- 7 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:

The college will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

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, 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 the college 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 which 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 college 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 college.

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.

5. Written requests

Information held by the 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

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.	
Information to be published	How to get a copy
Who's who in the college	<ul style="list-style-type: none"> • Request from college • Website
Who's who on the governing body and the basis of their appointment	<ul style="list-style-type: none"> • Request from college • Website
Instrument of Government	<ul style="list-style-type: none"> • Request from college
Location & contact details for the school and key personnel. Names and positions of all staff and how they can be contacted	<ul style="list-style-type: none"> • Request from college • Website
College prospectus	<ul style="list-style-type: none"> • Request from college • Website
Staffing structure	<ul style="list-style-type: none"> • Request from college
College session times and term dates	<ul style="list-style-type: none"> • Request from college • Website
Gender Pay Gap Reporting	<ul style="list-style-type: none"> • Request from college • Website

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	
Information to be published	How to get a copy
Annual budget plan and financial statements	<ul style="list-style-type: none"> • Request from college
Capital funding	<ul style="list-style-type: none"> • Request from college

Additional funding	<ul style="list-style-type: none"> Request from college
Procurement and projects	<ul style="list-style-type: none"> Request from college
Pay policy	<ul style="list-style-type: none"> Request from college
Staffing and grading structure	<ul style="list-style-type: none"> Request from college
Governors' allowances	<ul style="list-style-type: none"> Request from college
Expenditures	<ul style="list-style-type: none"> Request from college
Financial Audit Reports	<ul style="list-style-type: none"> Request from college
Premiums and other forms of financial support e.g. pupil premium	<ul style="list-style-type: none"> Request from college
Trade Union facility time reporting	<ul style="list-style-type: none"> College website

<h3>Class 3 – What our priorities are and how we are doing</h3> <p>For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum</p>	
Information to be published	How to get a copy
<p>College profile:</p> <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report: <ul style="list-style-type: none"> Summary Full report 	<ul style="list-style-type: none"> Request from college Website
Performance management policy and procedures adopted by the governing body.	<ul style="list-style-type: none"> Request from college
Colleges future plans	<ul style="list-style-type: none"> Request from college
Exam and assessment results	<ul style="list-style-type: none"> Website
Data Protection Impact Assessments (in full or summary format) or any other impact assessments (eg health and safety, equality) as appropriate and relevant.	<ul style="list-style-type: none"> Request from college Website

Class 4 – How we make decisions	
For example: Decision making processes and records of decisions. Current and previous three years as a minimum	
Information to be published	How to get a copy
Admissions policy/decisions (not individual admission decisions)	<ul style="list-style-type: none"> • Request from college • Website
Agendas of meetings of the governing body and (if held) its sub-committees	<ul style="list-style-type: none"> • Request from college • Website
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	<ul style="list-style-type: none"> • Request from college • Website

Class 5 – Our policies and procedures	
For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	
Information to be published	How to get a copy
<p>College policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Safeguarding & Child Protection • Equality and diversity (including equal opportunities) policies • Staff recruitment policies • Pay Policy • Careers Programme information 	<ul style="list-style-type: none"> • Request from college • Website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-college agreement • Curriculum • Sex education • Special educational needs 	<ul style="list-style-type: none"> • Request from college • Website

<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline • Behaviour • Anti Bullying • eSafety 	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<ul style="list-style-type: none"> • Request from college • Website
<p>Charging regimes and policies:</p> <p>This includes details of any statutory charging regimes. Charging policies include charges made for information routinely published. It clearly states what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<ul style="list-style-type: none"> • Request from college • Website

Class 6 – Lists and Registers	
For example: Currently maintained lists and registers only	
Information to be published	How to get a copy
Curriculum circulars and statutory instruments	<ul style="list-style-type: none"> • Request from college • Website
Disclosure logs	<ul style="list-style-type: none"> • Request from college • Website
Asset register	<ul style="list-style-type: none"> • Request from college • Website
Any information the college is currently legally required to hold in publicly available registers (This does not include the attendance register)	<ul style="list-style-type: none"> • Request from college • Website
CCTV	<ul style="list-style-type: none"> • Request from college • Website

Class 7 – The services we offer	
Information to be published	How to get a copy
For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	
Extra-curricular activities / Out of college clubs	<ul style="list-style-type: none"> • Request from college • Website
College publications	<ul style="list-style-type: none"> • Request from college • Website
Services for which the college is entitled to recover a fee, together with those fees	<ul style="list-style-type: none"> • Request from college • Website
Leaflets books and newsletters	<ul style="list-style-type: none"> • Request from college • Website

7. How to get a copy & potential costs

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
“Disbursement” cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 6p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class *

* The actual cost incurred by the college