



FRAMWELLGATE SCHOOL DURHAM

Title and Description	Freedom of Information (Publication Scheme)
Date of adoption	October 2017
Approved by	Local Governing Board
To be reviewed by	Academy Trust Board
Responsibility	Academy Business Director
Review period	Annually
Date of next review	October 2018

Freedom of Information Act publication scheme for academies

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

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

The authority 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 a public authority, 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, a public authority 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 an authority 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 authority 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 a public authority 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 are set out below or you can visit our website at www.framdurham.com

Email: enquiries@framdurham.com

Tel: 0191 386 6628

Fax: 0191 383 0917

Contact Address: Framwellgate School Durham, Newton Drive, Durham, DH1 5BQ

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

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

The table below identifies the information which meets the requirements of the Information Commissioner.

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy	Postage and photocopying
Academy Funding Agreement	Website	Free
School staff and structure – names of key personnel	Hard copy	Postage and photocopying
Governing board – names and contact details of the governors and the basis of their appointment	Website	Free
School session times, term dates and holidays	Website	Free
Location and contact information – address, telephone number and website	Website	Free
Contact details for the Headteacher and the Governing Board	Website	Free
School Prospectus	Hard Copy / Website	Free
GCSE results	Website	Free
A Level results	Website	Free

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Hard Copy / Website	Postage and photocopying
Annual budget plan and financial statements	Hard Copy / Website	Postage and photocopying
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy / Website	Postage and photocopying
Additional funding – Income generation schemes and other sources of funding.	Hard Copy / Website	Postage and photocopying
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy	Postage and photocopying
Staffing and grading structure	Hard Copy	Postage and photocopying
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard Copy	Postage and photocopying
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy	Postage and photocopying
<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information</p>	Hard copy / website	Postage and photocopying
<p>School profile</p> <p>Government supplied performance data</p> <p>OFSTED report – summary and full report</p>	Hard copy / website	Postage and photocopying
Performance management information	Hard copy	Postage and photocopying
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy / website	Postage and photocopying

Information to be published	How the information can be obtained	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	Free
<p>How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard copy	Postage and photocopying
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website / hardcopy	Postage and photocopying
Governing/Trust board meeting agendas, papers and minutes – information that is properly considered to be private should be marked accordingly and excluded.	Hard copy	Postage and photocopying