



NEWQUAY TRETHERRAS

PUBLICATION SCHEME

DATE: 1st February, 2012

PUBLICATION SCHEME

Newquay Tretherras (the **Academy**) has adopted, the Information Commissioner's model publication scheme.

We are committed to making the following classes of information available to the public. You can find the majority of this information online by following the links on our website.

1. 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.

2. EXCLUDED INFORMATION

The classes of information will not generally include:

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act 2000, 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. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

We 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 the Academy, 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 Academy 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.

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.

If you require any of this information in an alternative format please contact the Director of Finance & Estate, on 01637 872080/873536 or at the following postal address; Newquay Tretherras, Trevenson Road, Newquay, TR7 3BH

4. CHARGES WHICH MAY BE MADE FOR INFORMATION 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 for routinely published material will be justified, 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 in accordance with paragraph 7 of this Scheme subject to any 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.

5. WRITTEN REQUESTS/OTHER INFORMATION

Information held by the Academy that is not published under this scheme can be requested in writing, which will then be considered in accordance with the provisions of the Freedom of Information Act and our policy in that regard. Please contact the Director of Finance & Estate if you cannot find the information that you are looking for on 01637 872080/873536 or at the following postal address; Newquay Tretherras, Trevenson Road, Newquay, TR7 3BH.

6. GUIDE TO INFORMATION AVAILIABLE

Information to be published	How the information can be obtained	Cost
<p><i>Class 1 - Who we are and what we do</i> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	Hard copy or website	
Who's who in the school	Hard copy or website	
Who's who on the governing body and the basis of their appointment	Hard copy or website	
Instrument of Government	Hard copy or website	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy or website	
School prospectus	Hard copy or website	
Annual Report	Hard copy or website	
Staffing structure	Hard copy or website	
School session times and term dates	Hard copy or website	
<p><i>Class 2 - What we spend and how we spend it</i> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum.</p>	Hard copy or website	
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy or website	
Staffing and grading structure	Hard copy	
Governors' allowances	Hard copy or website	

<p><i>Class 3 - What our priorities are and how we are doing</i> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>This will be current information.</p>	Hard copy or website	
<p>School 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 	Hard copy or website, also available at www.ofsted.gov.uk	
Performance management policy and procedures adopted by the governing body	Hard copy or website	
Schools future plans	Hard copy or website	
Safeguarding policies and procedures	Hard copy or website	

<p><i>Class 4 - How we make decisions</i> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard copy or website	
Admissions policy	Hard copy or website	
Governing body meeting agendas (if held)	Hard copy	
Minutes of meetings - this will however exclude information that is properly regarded as private/confidential to the meetings	Hard copy	

<p><i>Class 5 - Our policies and procedures</i> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>	Hard copy or website	
<p>School policies including:</p> <ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Freedom of Information Policy and Procedure • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy or website	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility 	Hard copy or website	

<ul style="list-style-type: none"> • Race equality • Collective worship • Careers education • Pupil discipline 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy or website	
Charging regimes and policies.	Hard copy or website	

<i>Class 6 - Lists and Registers</i>		
Currently maintained lists and registers only.	Hard copy or website; some information may only be available by inspection	
Curriculum circulars and statutory instruments	Inspection only	
Disclosure logs	Hard copy	
Asset register	Inspection only	

<i>Class 7 - The services we offer</i> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or website; some information may only be available by inspection	
Extra-curricular activities	Hard copy or website	
Out of school clubs	Hard copy or website	
School publications	Hard copy or website	
Leaflets books and newsletters	Hard copy or website	

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
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7. SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail postage standard 2 nd class

Statutory Fee	Freedom of Information Act - £25.00 per hour for staff time in producing the information requested and disbursement cost.	In accordance with the Freedom of Information Act 2000.
Other		