



## **THE COOMBE SECONDARY SCHOOLS ACADEMY TRUST**

### **FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

1. This is the Coombe Secondary Schools Academy Trust (CSSAT) Publication Scheme on the information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. The governing body is responsible for the maintenance of this scheme.

#### **Introduction**

2. One of the aims of the Freedom of Information Act 2000 is that public authorities, including all schools, should be clear and proactive about the information they will make public.
3. To do this the CSSAT must produce a publication scheme setting out:
  - the classes of information which are published or will be published in the future
  - the manner in which the information will be published
  - whether the information is available free of charge or on payment
4. All information in the publication scheme is either available on the school website to download and print off or available in paper form.
5. Some information which is held by the school may not be made public, for example personal information.

#### **Classes of information published**

6. The classes of information that the school undertakes to make available are organised into the following areas:
  - A. Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance.
  - B. What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
  - C. What our priorities are and how we are doing:** strategy and performance information, plans, assessments, inspections and reviews.
  - D. How we make decisions:** policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
  - E. Our policies and procedures:** current written protocols for delivering our functions and responsibilities.

- F. Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of the authority.
- G. The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

### How to request information

7. If you require a paper version of any of the documents within the scheme, please contact the school in writing by email, fax or letter:

Address: The Coombe Secondary Schools Academy Trust, Clarence Avenue, New Malden, KT3 3TU.

Email: [enquiries@cgs.rbksch.org](mailto:enquiries@cgs.rbksch.org) Fax: (020) 8942 6385

8. If the information you're looking for isn't available via the publication scheme and isn't on our website, you can submit a request to the school in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.
9. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please write to the school using the contact details provided above. An appointment to view the information will be arranged within a reasonable timescale.
10. 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.

### Paying for information

11. Information published on the school website is free. Single copies of information covered by this publication are provided without incurring a fee, although a charge may be made for actual disbursements incurred such as data collection and collation, photocopying, postage and packaging. 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.
12. When a hard copy of information that is freely available on the school website is requested, a production charge of 20p per page will be made.
13. Postage on any requests for information will be charged at cost based on current 2nd class postage rate.
14. Examples of indicative charges as at January 2013 are provided below as guidance only:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Estimated actual cost incurred by the school
	Photocopying/printing @ 6p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Hard copies of information freely available on the website</b>	Photocopying/printing @ 20p per sheet (black & white)	Cost + Admin time

## Additional Information

15. There is a significant amount of information on the school website, including the prospectus, copies of letters sent home, policies etc. Please check relevant sections of the website before approaching the school for information.

Information to be published		Where the information can be obtained
	<b>Who we are and what we do</b> <i>Current information only</i>	
A.1	Academy Funding Agreement (includes Articles of Association)	Website
A.2	School staff and structure	Website
A.3	Governing body	Website
A.4	School session times, term dates and holidays	Website
A.5	Location and contact information	Website
A.6	Contact details for the Head Teacher and the Governing Body	Website
A.7	School Prospectus	Website
A.8	GCSE and A2 results	Website
<b>B.</b>	<b>What we spend and how we spend it</b>	
B.1	Most recent audited Financial Statements ( <i>Current and previous years of accounts are filed with Companies House</i> ).	Website
B.2	Capital funding	Apply in writing
B.3	Annual budget plan	Apply in writing
B.4	Additional funding	Apply in writing
B.5	Procurement and contracts	Apply in writing
B.6	Staffing structure	Some information on website, or apply in writing
B.7	Pay policy	Apply in writing
B.8	Governors' allowances	Apply in writing
<b>C.</b>	<b>What our priorities are and how we are doing</b> <i>Current information only</i>	
C.1	School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Website Website
C.2	Performance management information	Apply in writing
C.3	Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Apply in writing
C.4	Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website
<b>D.</b>	<b>How we make decisions</b> <i>Current and previous three years</i>	
D.1	Admissions policy - arrangements and procedures and right of appeal	Website
D.2	Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Full governing body meeting minutes are on the website. Other documents available in hard copy on request.

<b>E.</b>	<b>Our policies and procedures</b> <i>Current information only</i>	
E.1	School policies including: <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>	Website Where policies are not available on the website, apply in writing
E.2	Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex and relationships education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• International policy</li> <li>• Collective worship, spiritual and moral development</li> <li>• Careers education</li> <li>• Pupil behaviour</li> </ul>	Website Where policies are not available on the website, apply in writing
E.3	Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	Website Where policies are not available on the website, apply in writing
E.4	Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff, details of vacancies</li> </ul>	Website Website Apply in writing (recruitment policy)
E.5	Charging regimes and policies	Website
<b>F.</b>	<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>	
F.1	Curriculum circulars	Website
F.2	Disclosure logs	Available for inspection
F.3	Asset register	Apply in writing
F.4	Company register	Available for inspection
<b>G.</b>	<b>The services we offer</b> <i>Current information only</i>	
G.1	Extra-curricular activities	Website
G.2	Out of school clubs	Website
G.4	Services for which the Academy is entitled to recover a fee, together with those fees	See charging policy, or apply in writing
G.5	Newsletters	Website