



# QUEEN VICTORIA PRIMARY SCHOOL

## FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

Policy Number:	Stour Vale Policy
Approved by:	LGB Meeting 1 <sup>st</sup> May 2024
Next review due date:	March 2027



**STOUR VALE  
ACADEMY  
TRUST**

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

<b>VERSION / DATE</b>	VERSION 1.2 MARCH 2024
<b>NEXT VERSION DUE BY</b>	MARCH 2027

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## Freedom of Information Act Model Publication Scheme

### Rationale

The model publication scheme has been prepared and approved by the Information Commissioner's Office. Stour Vale Academy Trust ('the Trust'), comprising the member schools and central team, can adopt the Model Publication Scheme without modification and without further approval. It will be valid until the next review date.

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

### What does the Model Publication Scheme commit the Trust to?

The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which 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.
- To publish any dataset held by the Trust that has been requested, and any updated versions it holds, unless the Trust 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 Trust 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.

## Classes of Information

<b>Description</b>	<b>Content</b>
<b>Who we are and what we do</b>	Organisational information, locations and contacts, constitutional and legal governance
<b>What we spend and how we spend it</b>	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
<b>What our priorities are and how we are doing</b>	Strategy and performance information, plans, assessments, inspections and reviews
<b>How we make decisions</b>	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
<b>Our policies and procedures</b>	Current written protocols for delivering our functions and responsibilities
<b>Lists and registers</b>	Information held in registers required by law and other lists and registers relating to the functions of the Trust
<b>The services we offer</b>	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 available

The Trust 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 Trust, 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 Trust 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 the Trust 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 Trust 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 the Trust, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

### Version Control

This policy will be evaluated every three years or more frequently as required.

### Further information

For further information, please contact:

YourIG Data Protection Officer Service  
Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF  
Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk) Tel: 01384 815607

### Additional guidance

This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)



Appendix 1 Information that we publish

CENTRAL	
WHAT WE PUBLISH	HOW TO OBTAIN IT
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts – this will be current information only)	
Address and contact details for the central team	Trust website
Address and contact details for member schools	Trust website/member school website
Information about Members and Trustees of the Trust	Trust website
Governance information, including Articles of Association	Trust website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current and previous financial year as a minimum)	
Master Funding Agreement	Trust website
Annual Report and Accounts	Trust website
Gender Pay Gap Reporting	Trust website
Employee Benefits over £100K	Trust website
Trustee and Governor Expenses Policy	Trust website
Trust Pay Policy	Hard copy on request
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)	
Values, ethos, vision and approach	Trust website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions – current and previous three years as a minimum)	
Scheme of Delegation	Trust website
Agendas and minutes of Board of Trustees' meetings and Finance and Audit Committee meetings	Hard copy on request
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Stour Vale policies and privacy notices	Trust website (policies not routinely published on the website may be requested in hard copy)
<b>Class 6 – Lists and registers</b> (Currently maintained lists and registers only – this does not include the attendance register)	
Members' and Trustees' Declarations of Interests	Trust website
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)	
Stour Vale publications	Trust website/hard copy on request



## MEMBER SCHOOLS

WHAT WE PUBLISH	HOW TO OBTAIN IT
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts – this will be current information only)	
Address and contact details for the member school	Member school website
Name and contact details of the Chair of the Local Governing Body (LGB)	Member school website
Name of the Headteacher	Member school website
Name and contact details of person who deals with queries from parents and the public	Member school website
Name and contact details of the special educational needs (SEN) coordinator (SENCO)	Member school website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit – current and previous financial year as a minimum)	
Pupil Premium (and Recovery Premium) Budget Plan	Member school website
PE and Sport Premium	Member school website (primary only)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)	
School values	Member school website
Government supplied performance data	Member school website
Exam and assessment results	Member school website
Ofsted report	Member school website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions – current and previous three years as a minimum)	
Admission arrangements	Member school website
Agendas and minutes of local governing body meetings	Hard copy on request
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
School policies and privacy notices (not applicable to the Trust as a whole/not published on Trust website)	Member school website
<b>Class 6 – Lists and registers</b> (Currently maintained lists and registers only – this does not include the attendance register)	
Governors' declarations of interest	Member school website (also link from Trust website)
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)	
Extra-curricular activities	Member school website
Careers programme	Member school website (secondary only)
Newsletters	Member school website
Requests for copies	Member school website

## MEMBER SCHOOLS' CHARGING AND REMISSIONS POLICIES

Please refer to member schools' websites for individual charging and remissions policies.

### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ price per A4 sheet (black & white)	10p
	Photocopying/printing @ price per A3 sheet (black & white)	20p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Website	Access to the website is free of charge unless otherwise specified
	Email and attachments	Free of charge unless otherwise specified
<b>Administration fee</b>	Staff time	In accordance with the relevant legislation, an administration fee may be charged where a significant amount of staff time will be required to fulfil the request. Such fees are calculated at £25 per hour with a maximum limit of £450. We may refuse to comply with a request where the cost to provide it will exceed 18 hours. In such cases, we will offer guidance on how the requestor could refine their request, thereby making it less onerous, or we may apply an additional fee to comply with the request. The amount of the additional fee will be made clear before the work begins. The fee will be payable in full before the information is provided.
VAT will be charged in accordance with HMRC guidance.		