

Procedure Title:	Publication Scheme (No change)
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Member of Staff Responsible:	Chief Executive Officer
Status:	Statutory
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Date for Review:	March 2028
Date Reviewed:	14 th March 2022 5 th February 2024
Reviewed:	Bi-annually

Change Record		
Version	Date	Description
1.1	05/02/2024	Addition of additional information section at the end of the items list to cover any request that is not itemised
1.2		
1.3		
1.4		

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

What is a Publication Scheme?

The Freedom of Information Act (2000) requires all Public Authorities to produce a register of the types of information it will routinely make available to the public as part of its normal business activities. This publication scheme commits our Trust to:

- Proactively/routinely publish information which is held by us and which falls within the seven “classes” below.
- Specify the information which is held by the Trust.
- 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.
- Review and update on a regular basis the information that is made available under this scheme.
- Explain any fees which are to be charged for this information.
- To make this publication scheme available to the public.

Classes of Information

There are seven classes of information that we hold:

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 Primitas Learning Partnership and its individual academies

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.

Making Information Available

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 MAT/individual 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. Where a school 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.

Charging

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.

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Schedule of Available Information

These are the publications as outlined in the Definition Document produced by the Information Commissioner's Office (attached at Appendix 1).

Guide to information available from Primitas Learning Partnership under the Publication Scheme

Information to be published	How the information can be obtained	Cost incurred for hard copies
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy (chargeable) and/or MAT/School Website or on request	√
Staff and structure – names of key personnel	School Intranet	√
Names and contact details for the Headteacher and for the Governing Body/Trust Board and the basis of their appointment	MAT/School Website	√
Location and contact information – address, telephone number and website	MAT/School Website	
Memorandum of Association	MAT Website	
Articles of Association	MAT Website	
Funding Agreement	MAT Website	
School prospectus	School Website	
School session times and term dates	School Website	
GCSE Results/Performance Tables & Headline Measures	School Website	
A-Level Results/16-18 Performance Tables & Headline Measures	School Website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous two financial years as a minimum (accounts that have been filed with the Charity Commissions and Companies House)	(hard copy)	

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MAT Accounts	MAT Website	
Register of Business Interests	MAT Website	
Annual budget plan and financial statements	School Intranet – Governors areas only (on request)	✓
Capital funding	On request	✓
Additional funding	On request	✓
Procurement and contracts	On request	✓
Pay policy	Intranet	✓
Staffing and grading structure	On request	✓
Governors' allowances	On request	✓
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy)	
School profile - The latest Ofsted report - Summary - Full report - Government supplied performance data	School Website DfE Schools Performance tables online	
Performance Management Information Policies	School Intranet	✓
MAT future plans	On request	✓
School Improvement Plan	On request	
Safeguarding and promoting the welfare of children policies and procedures	School/MAT Website/Intranet	✓
Values and Ethos	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

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Current and previous three years as a minimum		
Admissions policy & procedures	MAT/School Website	
Admission Appeal Information	MAT/School Website	
Agendas of meetings of the Trust Board/Governing Body and (if held) its sub-committees	GovernorHub (on request)	✓
Papers & Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	GovernorHub (on request)	✓
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: • Charging and remissions policy • Health and Safety & risk assessment • Complaints procedure • Staff Code of Conduct • Discipline and grievance policies • Pay Policy • Data related policies • Recruitment and Retention Policy • Behaviour Policy	School Intranet, website MAT/School Intranet, Website MAT/School Intranet, Website MAT/School Intranet, Website MAT/School Intranet, Website MAT/School Intranet, Website MAT/School Intranet, Website MAT/School Intranet, Website MAT/School Website	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Sex Education • Special Educational Needs Offer and Policy	School Website School Intranet and Website School Intranet MAT/School Intranet and Website	✓ ✓ ✓ ✓ ✓

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• Accessibility and Equality Action Plan • Equality Policy • Spiritual, Moral, Social and Cultural Development • Careers Programme • Pupil discipline • Pupil Premium Report	MAT/School Website MAT Website School Website School Intranet School Website School Website	✓ ✓
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection policies	School Intranet MAT/School Intranet, Website MAT/School Intranet, Website	✓ ✓ ✓
Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) • Policies & procedures for the recruitment of staff - details of current vacancies will be available.	MAT Website/School Intranet	✓
Charging regimes and policies. Details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	School Website/School Intranet School Website/School Intranet	✓ ✓
Class 6 – Lists and Registers Currently maintained lists and registers only	FAO Restricted	
Curriculum Overview	School Website	
Disclosure logs (List of FOI responses)	On request	✓
Asset register	On request	✓
Any information the school is currently legally required to hold in publicly available registers	On request	✓

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Class 7 – The services we offer (Information about the services we offer) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities and visits	School Intranet/Website	✓
Services for which the school is entitled to recover a fee, together with those fees	On request	✗
News Articles	MAT/School Website	
Careers Program Information/Policy	School Website/Intranet	✓
Additional Information		
Any information that is not itemised in the lists above	Available on request	Charges may apply

Contact details:

Chief Executive Officer
Primitas Learning Partnership
The Old Mining College
Queen Street
Burntwood
Staffs
WS7 4QH

Tel: 01543 229937

Freedom of Information

Appendix 1

Guide to information available from Primitas Learning Partnership under the Publication Scheme

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 @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute, when appropriate)
Other	Where a significant amount of documentation is requested, an additional charge will be made to cover the time taken to copy and collate at a rate commensurate with the member of staff's hourly pay. If a request requires further administrative work in order to ensure appropriate compliance, a charge will be made at a rate of £25 per hour.	

** the actual cost incurred by the Academy*