



Yate Academy

Publication Scheme

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Yate Academy is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

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This Publication Scheme applies to Yate Academy and all governors and staff of the school must abide by the scheme, which has been adopted in accordance with and pursuant to the Communications Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this scheme. In implementing this scheme, school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This scheme is subject to the GLT Communications Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Communications Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

Guide to information available from Yate Academy in accordance with the GLT Communications Policy and Freedom of Information Act

Class 1 - Who we are and what we do	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
(Organisational information, structures, locations and contacts) This will be current information only	Hard Copy or Website	£0
Who's who in the school	Website	£0
Who's who on the governing body / board of governors and the basis of their appointment	Website	£0
Instrument of Government / Articles of Association	Website	£0
Contact details for the Headteacher and for the local governing body, via the school (named contacts where possible).	Website	£0
School prospectus (if any)	Hard Copy or Website	£0
Annual Report (if any)	N/A	
Staffing structure	Available by inspection	£0
School session times and term dates	Website	£0
Address of school and contact details, including email address.	Website	£0

Class 2 – What we spend and how we spend it	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Available by inspection	£0
Annual budget plan and financial statements	Available by inspection	£0
Capital funding	Available by inspection	£0
Financial audit reports	Available by inspection	£0
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available by inspection	£0
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Available by inspection	£0
Pay policy	Website	£0
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available by inspection	£0
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Available by inspection	£0
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available by inspection	£0

Class 3 – What our priorities are and how we are doing	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Website	£0
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	£0
Performance management policy and procedures adopted by the governing body.	Website	£0
Performance data or a direct link to it	Website	£0
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	£0
Safeguarding and child protection	Website	£0

Class 4 – How we make decision	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
(Decision making processes and records of decisions) Current and previous three years as a minimum	Available by inspection	£0
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	£0
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website	£0

Class 5 – Our policies and procedures	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.	Website	£0
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	£0
Charging regimes and policies. This should include 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).	Website	£0

Class 6 – Lists and Register	How the information can be obtained (hard copy or website; some information may only be available by inspection)	Cost
Currently maintained lists and registers only (this does not include the attendance register).	Available by inspection	£0
Curriculum circulars and statutory instruments	Available by inspection	£0
Disclosure logs	Available by inspection	£0
Asset register	Available by inspection	£0
Any information the school is currently legally required to hold in publicly available registers	Available by inspection	£0

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard Copy or Website	£0
Extra-curricular activities	Hard Copy or Website	£0
Out of school clubs	Hard Copy or Website	£0
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy or Website	£0
School publications, leaflets, books and newsletters	Hard Copy or Website	£0

Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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 @ 0.02p per sheet (black & white)	Actual cost
	Photocopying/printing @ 0.05p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Subject access request £20	In accordance with the relevant legislation (quote the actual statute) Data Protection Act
Other		