

Freedom of Information Act - Publication Scheme

DRAFTED BY:	ICO	STATUS:	Statutory
APPROVED:	03/2019	GOV. PANEL:	Trustees
ISSUE:	2	NEXT REVIEW:	As required

1. Introduction: What a Publication Scheme Is and Why It Has Been Developed

- 1.1. The Freedom of Information Act 2000 gives the public right of access to information produced in the course of the work done by Isleworth & Syon School. Under the Freedom of Information Act, the School has developed this Publication Scheme which lists the documents which are available to the public as a matter of routine, in line with the Department for Education recommendations and as approved by the Information Commissioner.
- 1.2. This Publication Scheme commits an authority (the School) 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 School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.3. This Publication Scheme commits the School:
 - to proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below;
 - to specify the information that is held by the School 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 School 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.
- 1.4. If the information you are looking for is not available in our Publication Scheme, you can make a written request for this information. Please see section 5.
- 1.5. The exemptions to the FOIA right of access relates to data about living, identifiable people, "personal data", which is covered by the Data Protection Act (DPA) 1998 or Subject Access Request (SAR) and is not generally publicly available, except to the "subject" of the data - that is, the person whom the data is about.

2. About Isleworth & Syon School

- 2.1. Isleworth & Syon School has a long history that can be traced back to 1630. More recently, the School became an Academy in March 2012 and is a company limited by guarantee, registered in England and Wales (no. 07962216) and an exempt charity under the terms of the Charities Act 1993 and 2006.
- 2.2. The school aims to:
 - provide a safe, caring and challenging learning environment for all its students
 - provide a professionally supportive and challenging environment for all its staff
 - offer a rich range of academic, creative and sporting opportunities
 - encourage all students to strive for excellence and to achieve their full potential
 - celebrate the achievements of each individual
 - foster an ethos of mutual respect throughout the school community.

3. Classes of Information

3.1. WHO WE ARE AND WHAT WE DO

Organisational information, locations and contacts, constitutional and legal governance.

3.2. WHAT WE SPEND AND HOW WE SPEND IT

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3.3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Strategy and performance information, plans, assessments, inspections and reviews.

3.4. HOW WE MAKE DECISIONS

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

3.5. OUR POLICIES AND PROCEDURES

Current written protocols for delivering our functions and responsibilities.

3.6. LISTS AND REGISTERS

Information held in registers required by law and other lists and registers relating to the functions of the School.

3.7. 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.

4. The Method by Which Information Published Under This Scheme Will Be Made Available

4.1. The academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

4.2. Where it is within the capability of a public authority, 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, a public authority will

4.2.1. indicate how information can be obtained by other means and provide it by those means.

4.3. 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.

4.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

4.5. 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.

5. Charges Which May Be Made for Information Published Under This Scheme

5.1. 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 School for routinely published material will be justified and transparent and kept to a minimum.

5.2. Material which is published and accessed on a website will be provided free of charge, as will information which can be provided by email.

5.2.1. Charges may be made for information subject to a charging regime specified by Parliament.

5.3. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

5.4. 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.

5.5. 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.

5.6. SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying/printing @ 5p per A4 sheet (black and white)	Actual cost *
	Photocopying/printing @ 8p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation

* The actual cost incurred by the public authority.

6. 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.

7. Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the School by email or letter. Contact details are set out below.

Correspondence to: The Headteacher

Email address: school@isleworthsyon.org

Postal address: Isleworth & Syon School
Ridgeway Road
Isleworth
Middlesex
TW7 5LJ

8. Reviewing

This policy is reviewed as required by the School. We will monitor the application and outcomes of this policy to ensure it is working effectively.

9. Guide to Information Available From Isleworth & Syon School Under the Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	CHARGE
CLASS 1 – WHO WE ARE AND WHAT WE DO ORGANISATIONAL INFORMATION, STRUCTURES, LOCATIONS AND CONTACTS. THIS WILL BE CURRENT INFORMATION ONLY.		
Academy Funding Agreement	Website	No charge
Academy Order	Website	No charge
School Staff and Structure	School Office	Schedule of charges
Governing Body	Website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information - address, telephone number, website	Website	No charge
Contact details - key personnel	Website	No charge
School prospectus	Website / School Office	No charge
GCSE Results	Website	No charge
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 A MINIMUM OF TWO PREVIOUS FINANCIAL YEARS.		
Statutory accounts	Website	No charge
Value for Money statement	Website	No charge
Procurements and contracts	School Office	Schedule of charges
Pay Policy	School Office	Schedule of charges
Finance Procedures	School Office	Schedule of charges
Expenses Policy - Governors	School Office	Schedule of charges

**CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING
STRATEGIES AND PLANS, PERFORMANCE INDICATORS, AUDITS, INSPECTIONS AND REVIEW
THIS WILL BE CURRENT INFORMATION ONLY.**

Ofsted Reports	Website / Ofsted Website	No charge
Performance Tables and Results	DfE Website	No charge
Challenge Partners - Quality Assurance Reviews	Website	No charge
Child Protection Policy	Website	No charge

**CLASS 4 – HOW WE MAKE DECISIONS
DECISION MAKING PROCESSES AND RECORDS OF DECISIONS
CURRENT INFORMATION AND PREVIOUS THREE YEARS AS A MINIMUM.**

Admissions Policy	Website	No charge
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**CLASS 5 – OUR POLICIES AND PROCEDURES
CURRENT WRITTEN PROTOCOLS, PROCEDURES AND DELIVERY OF OUR SERVICES AND RESPONSIBILITIES
THIS WILL BE CURRENT INFORMATION ONLY.**

Accessibility Plan	Website	No charge
Appearance Policy - Students	Website	No charge
Behaviour Policy	Website	No charge
Careers Education Policy	Website	No charge
Charging and Remissions Policy	Website	No charge
Complaints Policy	Website	No charge
Data Protection Policy	Website	No charge
Equality Policy	School Office	Schedule of charges
Health & Safety Policy	School Office	Schedule of charges

Pay Policy	School Office	Schedule of charges
Privacy Notice - Parents/Carers	Website	No charge
Privacy Notice - Students	Website	No charge
Privacy Notice - Recruitment (Staff)	Website	No charge
Severe Weather Policy	Website	No charge
Special Educational Needs Policy	Website	No charge
Staff Discipline Policy	School Office	Schedule of charges
Staff Grievance Policy	School Office	Schedule of charges
CLASS 6 – LISTS AND REGISTERS THIS WILL BE CURRENT INFORMATION ONLY.		
Asset Register	School Office	Schedule of charges
Business Interest Register	Website	No charge
Disclosure Logs	School Office	Schedule of charges
CLASS 7 – THE SERVICES WE OFFER INFORMATION ABOUT THE SERVICES WE OFFER, INCLUDING LEAFLETS, GUIDANCE AND NEWSLETTERS PRODUCED FOR THE PUBLIC AND BUSINESSES THIS WILL BE CURRENT INFORMATION ONLY.		
News and newsletters	Website / School Twitter feed	No charge
Extra-curricular activities	Website	No charge
School publications	School Office	Schedule of charges