

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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

The scheme commits an authority:

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

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

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 the authority.

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.

The method by which information published under this scheme will be made available

The authority 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 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 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 an authority 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 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 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.

A guide to the information available from Avonreach Academy Trust under the Freedom of Information Model Publication Scheme

When requesting information, please inform us of your preferred method of receiving the information, ensuring you provide us with appropriate contact details. Charges may apply to receive hard copies of documents, particularly if they are sent by post.

This covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| | Website | Contact details |
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| Avonreach Academy Trust | www.avonreach.org | Email: enquiries@avonreach.org Post: Avonreach Academy Trust, Station Road, Pershore, Worcs, WR10 2BX Telephone: 01386 552471 |
| Inkberrow Primary School | www.inkberrowprimary.worcs.sch.uk | Email: office@inkberrowprimary.worcs.sch.uk Post: Inkberrow Primary School, Inkberrow, Worcestershire, WR7 4HH Telephone: 01386 792284 |
| Norton Juxta Kempsey CofE Primary School | www.nortonprimary.worcs.sch.uk | Email: office@nortonprimary.worcs.sch.uk Post: Norton Juxta Kempsey CofE Primary School, Wadborough Road, Littleworth, Norton, Worcester, WR5 2QJ Telephone: 01905 820420 |
| Orchard Primary School | www.orchardprimary.worcs.sch.uk | Email: office@orchardprimary.org.uk Post: Orchard Primary School, Cherry Orchard, Pershore, WR10 1ET Telephone: 01386 552515 |
| Pershore High School | www.pershorehigh.org.uk | Email: office@pershore.worcs.sch.uk |

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| | | Post: Pershore High School, Station Road, Pershore, Worcestershire, WR10 2BX Telephone: 01386 552471 |
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| Information to be published | How you can obtain the information | Cost |
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| Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only | | |
| Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address | Avonreach Academy Trust website | Free |
| The school's Head teacher's contact details | School website | Free |
| Who's who in the Avonreach Academy trust Schools | School website | Free |
| Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details | School website | Free |
| Trustees' contact details | Available on request | Cost to be confirmed |
| Trustee who's who | Avonreach Academy Trust website | Free |
| Instrument of Government / Articles of Association | Avonreach Academy Trust website | Free |
| School/trust prospectus | School website / Avonreach Academy Trust website | Free |

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| School session times and term dates | School website | Free |
| Class 2 – What we spend and how we spend it | | |
| Financial information about projected and actual income and expenditure, procurement, contracts and financial audit | | |
| Current and previous financial year as a minimum | | |
| Annual budget and financial statements | Available on request | Cost to be confirmed |
| Annual accounts | Avonreach Academy Trust website | Free |
| Capital funding | Available on request | Cost to be confirmed |
| Financial Audits reports | Available on request | Cost to be confirmed. |
| Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval) | Available on request | Cost to be confirmed |
| Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range | Available on request | Cost to be confirmed |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members | Available on request | Free |
| Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees | Available on request | Free |
| Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors | Available on request | Free |

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| Procurement and contracts we have entered into | Available on request | Cost to be confirmed |
| Details of any premiums we receive such as Pupil premium. | Available on request / School website | Cost to be confirmed |
| <p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p> | | |
| Annual Report | Avonreach Academy Trust Website | Free |
| <p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) (<i>delete as appropriate</i>)</p> <ul style="list-style-type: none"> - Summary - Full report | <p>Find an Ofsted inspection report</p> <p>School website</p> | Free |
| Exam and assessment results | School website | Free |
| Performance tables | School website | Free |
| Careers programme information | School website | Free |
| The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status. | Avonreach Academy Trust website | Free |
| School profile and performance data supplied to the English Government | School website | Free |

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| Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Available on request | Cost to be confirmed |
| Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum | | |
| Admissions policy and, where applicable, admission decisions (<i>e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful</i>) | School website | Free |
| Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it. | Available on request | Cost to be confirmed |
| Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only | | |
| School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc. | School website/ Avonreach Academy Trust Website | Free |
| Safeguarding and child protection, including protecting children's personal data | School website | Free |
| Equality and Diversity | Available on request | Cost to be confirmed |

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| (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998) | | |
| Policies and procedures relating to recruitment and human resources | Available on request | Cost to be confirmed |
| Special educational needs | School website | Free |
| Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme) | Avonreach Academy Trust Website | Free |
| Pay Policy | Available on request | Free |
| Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies) | Available on request | Cost to be confirmed |
| Charging regimes and policies | School websites | Free |
| Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) | (hard copy or website; some information may only be available by inspection) | |
| Curriculum and statutory instruments | Available on request | Free |
| CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf | Available on request | Cost to be confirmed |

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| Disclosure logs, i.e. information provided in response to FOIA/EIR requests | Available on request | Cost to be confirmed |
| Asset register and Information Asset register | Available on request | Cost to be confirmed |
| Any information we are currently legally required to hold in publicly available registers | Available on request | Cost to be confirmed |
| 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; some information may only be available by inspection) | |
| Extra-curricular activities | Available on request | Cost to be confirmed |
| Out of school/academy clubs | Available on request | Cost to be confirmed |
| Services for which we are entitled to recover a fee, together with those fees | School website | Free |
| Requests for paper copies of information | Available on request | Cost to be confirmed |
| Our publications, leaflets, books and newsletters | School website | Free |
| Additional Information Any information that is not itemised in the lists above | Available on request | |

Schedule of charges

FOI does not require charges to be made but schools have discretion to charge applicants a fee in accordance with the FOI Fees Regulations. If a charge is to be made, the trust will give written notice to the applicant before supplying the information requested.

Where the Trust estimates that the cost of locating the information will exceed the statutory threshold of £450, it will consider whether or not to comply with the request. The Trust is not obliged to comply with such a request but may choose to do so.