FREEDOM OF INFORMATION PUBLICATION SCHEME

Alcester Academy

TO BE THE BEST THAT WE CAN BE

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1. INTRODUCTION – WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

The Publication Scheme commits Alcester Academy 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 academy.

The Scheme commits Alcester Academy:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the academy and falls within the classifications below.
- To specify the information that is held by the academy and falls within the classifications below
- To proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this Scheme.
- To produce and publish 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 Alcester Academy makes available under this scheme.
- To produce a schedule of 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 Alcester Academy that has been requested, and any updated versions it holds, unless the academy 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 Alcester Academy 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. He term "relevant copyright work" is defined in section 19(8) of that Act.

2. CLASSES OF INFORMATION

2.1 <u>Who are we and what we do</u>
Organisational information, locations and contacts, constitutional and legal governance

2.2 <u>What we spend and how we spend it</u>
Financial information relating to projected and actual income and expenditure, tendering procurement and contracts.

2.3 <u>What our priorities are and how we are doing</u>
Strategy and performance information, plans, assessments, inspections and reviews.

2.4 <u>How we make decisions</u>
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 <u>Our policies and procedures</u>
Current written protocols for delivering our functions and responsibilities

2.6 <u>Lists and Registers</u>
Information held in registers by law and other lists and registers relating to the functions of the academy.

2.7 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 it is difficult to access for similar reasons

3. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The academy 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 Alcester Academy, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the 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 the academy is legally required to translate any information, it will do so.

Obligations under the 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.

4. 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 academy 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 schedule 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 Alcester Academy.

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. WRITTEN REQUESTS

Information held by Alcester Academy 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 and a response sent within 20 working days.

6. CONTACT DETAILS

If you require a paper version of any information or want to ask whether information is available, please contact the academy by telephone, email or letter. Contact details are set out below or you can visit the academy website at www.alcesteracademy.org.uk.

Tel: 01789 762285
Email: admin@alcesteracademy.org.uk
Address: Alcester Academy, Gerard Road, Alcester, Warwickshire B49 6QQ

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request"

7. MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and impletmented throughout the academy.

Signed: _____ **Headteacher**
Mrs S Mellors

Signed: _____ **Chair of Governors**
Mr M Dean

Date: _____

(ratified by the Full Governing Body on 15th July 2026)

ANNEX 1: GUIDE TO INFORMATION AVAILABLE FROM ALCESTER ACADEMY UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can by obtained (hard copy and/or website)	Cost
Class 1 – Who we are and what we do **Organisational information, structures, locations and contacts** This will be current information only		
Who's who in the academy	Via Main Office	No charge
Who's who on the Governing Board and the basis of their appointment	Via Clerk to the Governing Body	No charge
Instrument of Government	Hard copy	Schedule of Charges
Contact details for the Headteacher and for the Governing Board (named contacts where possible with telephone number and email address (if used)	Via Clerk to the Governing Body	No charge
Academy Prospectus	Website	No charge
Annual Review	Website	No charge
Staffing Structure	Hard copy	Schedule of Charges
Academy session times and term dates	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 previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	Schedule of Charges
Capitalised funding	Hard copy	Schedule of Charges
Procurement and projects	Hard copy	Schedule of Charges
Pay policy	Hard copy	Schedule of Charges

Staffing and grading structure	Hard copy	Schedule of Charges
Governors' allowances	Hard copy	Schedule of Charges
Information to be published	**How the information can by obtained (hard copy and/or website)**	**Cost**
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		
Academy profile • Government supplied performance data • The latest Ofsted report – summary and full report	Hard copy Website	Schedule of charges No charge
Performance Management policy and procedures adopted by the Governing Board	Hard copy	Schedule of charges
Academy Improvement Plan	Hard copy	Schedule of charges
Safeguarding policies and procedures	Website	No charge
Class 4 – How we make decisions **Decision making processes and records of decisions** Current and previous three years as a minimum		
Admissions Policy / decisions (not individual admission decisions)	Website	No charge
Agendas of meetings of the Governing Board and (if held) its sub-committees	Hard copy	Schedule of charges
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meetings	Hard copy	Schedule of charges

Information to be published	How the information can by obtained (hard copy and/or website)	Cost
Class 5 – Our policies and procedures **Current written protocols, policies and procedures for delivering our services and responsibilities** Current information only		
Academy policies including: • Charging and Remissions Policy • Health and Safety • Complaints Procedures • Staff Conduct Policy • Discipline and Grievance Policies • Staffing Structure Implementation Plan • Information Request Handling Policy • Equality and Diversity (including equal opportunities) policies • Staff Recruitment policies	Via Email Hard Copy	No charge Schedule of Charges
Student and curriculum policies including: • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Student discipline	Via Email Hard Copy	No charge Schedule of Charges

Information to be published	How the information can by obtained (hard copy and/or website)	Cost
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Via Email Hard Copy	No charge Schedule of Charges
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.	Website	No charge
Class 6 – Lists and Registers **Currently maintained lists and registers only**		
Curriculum circulars and statutory instrucments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the academy is currently legally required to hold in publicly available registers **THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER**	Hard copy	Schedule of charges

Information to be published	How the information can by obtained (hard copy and/or website)	Cost
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		
Extra-curricular activities	Website	No charge
Out of academy clubs	Website	No charge
Academy publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, books and newsletters	Website	No charge
Additional Information This will provide the academy 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
Disembursement cost	Photocopying/printing @ 2.5p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 7.5p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the academy