FREEDOM OF INFORMATION PUBLICATION SCHEME

Northgate Primary School

DOCUMENT CONTROL

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Northgate Academy Staff
Website

Please note that the version of this document contained within the Policy Folder under the Northgate drive is the only version that is maintained.

Any printed copies should therefore be viewed as "uncontrolled" and as such, may not necessarily contain the latest updates and amendments.

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

This Publication Scheme commits Northgate Primary School Trust 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.

This Scheme commits Northgate Primary School Trust:

- 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 Northgate Primary School Trust 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.

2. CLASSES OF INFORMATION

2.1 Who we are and what we do

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and Registers

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 Northgate Primary School Trust, 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, he 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 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.

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 Northgate Primary School Trust 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.

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 http://www.northgate.eschools.co.uk/website

Tel: 01279 652376
Email: admin@northgate.herts.sch.uk
Address: Northgate Primary School Trust, Cricketfield Lane, Bishop's Stortford, Herts. CM23 2RL

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 it implementation and effectiveness. The policy will be promoted and implemented throughout the Academy

Information to be published	How the information can be 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 Governing body	No charge
Articles of Association	Hard Copy	Schedule of Charges
Governors Register of Business Interests	Website	No Charge
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
Additional funding	Hard Copy	Schedule of Charges

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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
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		
Government supplied performance data	Hard copy / Website	No charge
The latest Ofsted report – Summary and Full Report	Hard copy / Website	No charge
Performance Management policy and procedures adopted by the Governing Board.	Hard copy	Schedule of Charges
School Development 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 confidential or regarded as private to the meetings.	Hard copy	Schedule of charges

Information to be published	How the information can be 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: • Complaints Procedure • Equality Information and Objectives • Promoting British Values • Charging and Remissions policy • Health and Safety • Staff Code of Conduct • Discipline and Grievance policies • Staffing Structure Implementation • Safer Recruitment Policy • Probationary Procedure	Via Email / Website Hard Copy	No Charge Schedule of Charges
Student and curriculum policies, including: • School Attendance • Behaviour & Anti Bullying Policy • English as an Additional Language • High Potential Learners • Home-School Agreement • Offsite Visits • Restrictive Physical Intervention • Special Educational Needs and Disabilities • Sex Education • Teaching & Learning • Accessibility • Volunteers in School	Via Email / Website Hard Copy	No Charge Schedule of Charges

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Records management and personal data policies, including: • eSafety & Data Security • Procedures for Record Retention / Archiving & Confidential Destruction • Freedom of Information	Via Email / Website Hard Copy	No Charge Schedule of Charges
Class 6 – Lists and Registers **Currently maintained lists and registers only**		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy	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** 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

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p 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*