



ROBERT CLACK SCHOOL

PUBLICATION SCHEME

If printed, copied or otherwise transferred from this website this document must be considered to be an uncontrolled copy.

Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

Publication Scheme

The School makes information falling within the seven classes below routinely available. Information may be accessed through the School's website or by contacting the School. The availability of particular information will depend on whether it is held by, or applicable to, the School. Information will not be made available where it is exempt from disclosure, prohibited from disclosure by law, archived or otherwise impractical to prepare for routine publication.

Class 1 - Who we are and what we do (organisational information, structures, locations and contacts)	
Information Requested	Available From
Organisational structure and key personnel	School website where published, or on request from the School.
Who's who on the governing body/board of governors and the basis of their appointment	
Instrument of Government/Articles of Association	
School Prospectus and Curriculum	
School session times and term dates	
Address of the school and contact information	

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)	
Information Requested	Available From
Annual budget plan and financial statements	School website where published, or on request from the School.
Capital Funding	
Financial audit reports	
Details of expenditure items over £5,000 where applicable	
Procurement and Contracts	
Pay Policy	
Staff pay, grading structures, allowances and expenses	
Governors' allowances, total payments	
Pupil premium and other financial support information, where applicable	
Trade union facility time information, where the statutory reporting requirements apply	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Information Requested	Available From
Strategy and performance information	School website where published, or on request from the School.
The school's future plans (proposals for and any consultation on the future of the School)	
Examination and assessment results and published performance information	
Latest Ofsted inspection report	
Data protection impact assessments or summaries, where appropriate and suitable for publication	

Class 4 – How we make decisions (Decision making processes and records of decisions)

Information Requested	Available From
Admissions Policy/Decisions (not individual admission decisions)	School website where published, or on request from the School.
Agendas, minutes and papers of the governing body and its committees, subject to the removal or withholding of exempt and confidential information	

Class 5 – Our Policies and Procedures (Current protocols, policies and procedures for delivering our services and responsibilities)

Information Requested	Available From
Current statutory and operational policies and procedures, including policies relating to education, safeguarding, equality, complaints, information governance and the administration of the School.	School website where published, or on request from the School.
Charging regimes	

Class 6 – Lists and Registers (Currently maintained lists and registers only; this does not include the attendance register).	
Information Requested	Available From
Curriculum circulars and statutory instruments	School website where published, or on request from the School.
Freedom of Information and Environmental Information disclosure logs, where maintained	
Asset Register	
Any information the School is currently legally required to hold in publicly available registers	
General information about the operation and location of overt CCTV cameras, where applicable and where publication would not create a security risk	

Class 7 – The Services we Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Information Requested	Available From
Extra-curricular activities	School website where published, or on request from the School.
Out of school clubs	
School publications, leaflets, books and newsletters	

Charges for Information

Information available through the School's website or supplied electronically will normally be provided free of charge.

The School may charge for photocopying, printing, postage and other costs associated with communicating information. Any applicable charge will be confirmed before the information is provided and payment may be required in advance.

Charges made for information under the Freedom of Information Act will be administered in accordance with the relevant legislation.

Charges may be made for:	
Service	Charge
Photocopying/printing (black and white)	50p/page
Photocopying/printing (colour)	60p/page
Postage	Actual cost of Royal Mail Standard 2 nd class
Other media or specialist reproduction	Actual cost

Other administrative services

The following charge relates to an additional administrative service and not to the exercise of a statutory right of access under the Freedom of Information Act or data protection legislation.

Administrative service	Charge
Preparation of a bespoke confirmation or supporting letter, for example for immigration or Home Office purposes	£10 per letter/request

No charge will be made where the School is legally required to provide the information or document free of charge. Where an existing document or recorded information is requested under the Freedom of Information Act, the request will be considered under the applicable statutory charging rules.

Contact Information

For further information please see the Freedom of Information Policy on the School website. Requests for information not available on the School's website, requests for information in an alternative format and any questions about this scheme should be directed to:

Email: info@dpenterprise.co.uk

Additional information is available on the Information Commissioner's website. You can also contact the Information Commissioner's Office:

By Phone: 0303 123 1113

By Email: please use the online [enquiry form](#) on our website

Website: www.ico.gov.uk