

BISHOP STOPFORD SCHOOL

Freedom of Information Publication Scheme

Reviewed: March 2023

Next Review Date: March 2025

1. Aims and Objectives

The academy aims to:

- enable every student to fulfil their learning potential, with education which meets individual needs;
- support every student to develop the skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

Bishop Stopford School has adopted and maintains a Publication Scheme approved by the Information Commissioner. This is a requirement under the Freedom of Information Act 2000 but, more importantly, the Publication Scheme is a valuable tool for those wishing to find information about Bishop Stopford School.

The scheme commits the academy:

- To 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 which is held by the academy and falls within the classifications below.
- To 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 regularly the information the academy 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 dataset¹ held by the Academy which has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so;
- To publish the dataset, where reasonably practicable, in an electronic form which is capable of re-use; and, if any information in the dataset is a relevant copyright work² and the 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.

Bishop Stopford School will make the information set out below available under the Freedom of Information Act 2000 (FOIA) unless:

- It does not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIR's) exceptions, or its release is prohibited under another statute;
- The information is in draft form;
- The information is archived, out of date or otherwise inaccessible;
- It would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the academy will provide details of where to obtain it.

¹ 'Dataset': defined in [section 11\(5\) of the Freedom of Information Act](#).

² 'Relevant copyright work' defined in [section 19\(8\) of the Freedom of Information Act](#).

2. **Classes of information published**

The classes of information that the Academy will undertake to make available are organised in the following categories:

Class 1 Who we are and what we do - Organisational information, structures, locations, contacts, constitutional and legal governance.

Class 2 What we spend and how we spend it – Financial information relating to projected and actual income expenditure, tendering, procurement and contracts.

Class 3 What our priorities are and how we are doing – Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 How we make decisions – Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Class 5 The academy's policies and procedures – Current written protocols for delivering the academy functions and responsibilities.

Class 6 Lists and registers – Current information held in registers required by law and other lists and registers relating to the functions of the academy.

Class 7 The services the academy offers – Information including booklets, leaflets, guidance and newsletters produced for the public and businesses.

3. **Charges**

All information published on the website is available for printing.

Information will be provided in electronic format where available to reduce costs.

Charges will be made for actual disbursements incurred such as:

- Photocopying/copying/printing
- Postage

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested before the provision of the information. See Section 6 below for more information.

Appendix 1 - Information available from *Bishop Stopford School* under the model publication scheme

This template guide 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.

Cost Key: **W** – Website. **E** – electronic copy. **I**- Inspection on site. **FOC** - Free of Charge. **HC**- Hard Copy

Information to be published	How you can obtain the information	Cost
Class 1 - Who we are and what we do Information about us; our structures, locations and contacts Current information only		
Instrument of Government / Articles of Association	On request	E- FOC
Academy Funding Agreement	On request	HC
Academy Order	On request	
Names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the academy.	Bishop Stopford School - Academy Trust and its Governors	W – FOC E - FOC HC

Head teacher's contact details	Contact details Click on "Staff Team" for detail of key personnel and contact details	W – FOC E - FOC HC
Academy prospectus	Lower School 6th Form	
Curriculum	Curriculum	
Gender Pay Gap Reporting	Website	
Academy session times and term dates	The School Day	
Location and contact details for the academy	Location and Contact details Click on "Staff Team" for detail of key personnel and contact details	
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 plan and financial statements	On request	E- FOC HC
Annual accounts	Accounts	W – FOC E - FOC HC
Capital funding Information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.	On request	E- FOC HC
Financial Audits reports	On request	
Expenditure Details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish annually or, if practical to do so, on a quarterly or six-monthly interval.	On request	

<p>Staff pay and grading Structure Can be provided as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.</p>	On request	
<p>Staff allowances and expenses Allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.</p>	On request	
<p>Governors' allowances Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors</p>	On request	
<p>Procurement and contracts we have entered into</p>	On request	
<p>Premiums or other forms of financial support Details of any pupil premium funding and how it is spent</p>	Pupil Premium Strategy Catch up strategy	W – FOC E - FOC HC
<p>TU facilities time reporting</p>	Trade Union time	
<p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>		
<p>Latest reports from regulators (Ofsted) - Summary - Full report - Post-inspection action plan</p>	Ofsted	W – FOC E - FOC HC
<p>Statutory Inspection of Anglican and Methodist Schools (SIAMS)</p>	Ofsted	

Performance management information Performance management policy and procedures adopted by your governing body.	On request	
Future plans Major proposals on future plans involving, for example, a consultation on a change in academy status.	On request	
Exam and assessment results	A Level & GCSE	W – FOC E - FOC HC
Performance tables	On request	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessments, Equality Impact Assessments etc), as appropriate and relevant	On request	
Class 4 – How we make decisions Decision-making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions Admission arrangements and procedures, together with information about the right of appeal. Detail of application numbers and patterns of successful applicants, including criteria on which applications were successful.	Year 7 Admissions In Year Admissions Admissions Appeals 6th Form Admissions	W – FOC E - FOC HC
Minutes of meetings of the governing body and its committees Minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.	On request	

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Current information only

<p>School policies and other documents Policies, procedures and documents required by statute or by the funding agreement or equivalent. Policies recommended by the DfE. Policies and procedures for handling requests for information and operating the publication scheme.</p>	<p>Behaviour and reward</p> <p>Bullying</p> <p>Special Educational Needs & Disability</p> <p>Online Safety</p> <p>Bishop Stopford School - Policies</p>	<p>W – FOC E - FOC HC</p>
<p>Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies.</p>	<p>Bishop Stopford School - Policies</p>	<p>W – FOC E - FOC HC</p>
<p>Equality and Diversity policies, schemes, statements, procedures and guidelines relating to our commitment to the promotion and advancement of equal opportunities. including details of your compliance with the public sector equality duty.</p>	<p>Bishop Stopford School - Policies</p>	<p>W – FOC E - FOC HC</p>
<p>Safeguarding and child protection Policies and procedures in place in compliance with legislation and any guidance issued by the Secretary of State.</p>	<p>Safeguarding</p> <p>Bishop Stopford School - Policies</p>	<p>W – FOC E - FOC HC</p>
<p>Pay Policy The statement of the pay policy and procedures regarding teachers' pay.</p>	<p>On request</p>	
<p>Health and Safety</p>	<p>Bishop Stopford School - Policies</p>	
<p>Policies and procedures for human resources and the recruitment of staff</p>	<p>Current Vacancies</p> <p>Recruitment Policies & Procedures</p>	<p>W – FOC E - FOC HC</p>
<p>Careers programme information</p>	<p>On request</p>	

<p>Complaints procedures including for dealing with parental complaints</p>	<p>Bishop Stopford School - Policies</p>	<p>W – FOC E - FOC HC</p>
<p>Charging regimes and policies Statutory charging regimes, including charging for academy activities. Include charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them, and how they are calculated. If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government Licence.</p>	<p>Bishop Stopford School - Policies</p>	<p>W – FOC E - FOC HC</p>
<p>Protection of Biometric Information Policy</p>	<p>Bishop Stopford School - Policies</p>	
<p>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)</p>		
<p>Curriculum circulars and statutory instruments Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.</p>	<p>By inspection</p>	
<p>CCTV You should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, e.g. postcodes or partial postcodes, depending on the security issues raised.</p>	<p>By inspection</p>	<p>I - NC</p>
<p>Disclosure logs, information provided in response to FOIA/EIR requests</p>	<p>By inspection</p>	
<p>Asset register and Information Asset Register</p>	<p>By inspection</p>	
<p>Any information we are currently legally required to hold in publicly available registers</p>	<p>By inspection</p>	

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	Enrichment	
Out-of-school/academy clubs	Enrichment	
Services for which we are entitled to recover a fee, together with those fees	On request	
Requests for paper copies of information	On request	
Our publications, leaflets, books and newsletters	Newsletters	

7. Schedule of charges

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 @ 1p per sheet (black & white)	Actual cost 1p
	Photocopying @ 4p per sheet (colour)	Actual cost 4p
	Postage by royal mail charges	The actual cost of Royal Mail standard 2 nd class*
Statutory Fee	On request	In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred