

FOI MODEL PUBLICATION POLICY [AVANTI SCHOOLSTRUST]

| This policy is in force until further notice from: | Spring-23 |
|---|--|
| This policy must be reviewed by: | Spring-25 |
| Policy Author(s): | Shamita Kumar |
| Date policy reviewed by Compliance & Governance Officer: | Spring- 23 |
| Location of publication of policy: | The Trust Website / Sharepoint |
| Under the Scheme of Delegation this policy must be approved By [PEOPLE AND COMPLIANCE COMMITEE]. Such approval was given on: | People and Compliance Committee 26.04.23 |

- 2. What we spend and how we spend it.
- 3. What our priorities are and how we are doing.
- 4. How we make decisions.
- 5. Our policies and procedures.
- 6. Lists and registers.
- 7. Services we offer.

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.

Charges may be made to cover our costs 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 circumstances, including the general principles of the right of access to information held by the school, justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 Informationosts

| Staffingstructure | Website | Free |
|---|--|------|
| School session times and term dates | Website | Free |
| | | |
| Class 2 What we spend and how we spend it For example: Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum | Hard CopyWebsiteBoth | |
| Information to be published | How to get a copy | Cost |
| Annual budget plan and financial statements | Hard copy | £10 |
| Financial audit reports | Hard copy | £10 |
| Procurement and contracts | Hard copy | £10 |
| Pay policy | Hard copy | £10 |
| Staff allowances and expenses | Hard copy | £10 |
| Staff pay and grading structures | Hard copy | £10 |
| allowances | Hard copy | £10 |

Class 3 What our priorities are and how we are doing For example: Strategies and plans, performance indicators, audits, inspections and reviews). Ourrent information as a minimum

Performance management information performance management policy and

| School policies including: Charging and remissions policy Health and Safety Complaints procedure Staff conduct policy Discipline and grievance policies Information request handling policy Equality and diversity (including equal opportunities) policies Staff recruitment policies | Website Hard copy | Free |
|--|----------------------|-------------|
| Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special educational needs Accessibility Equality Collective worship Pupil discipline | Website Hard copy | Free |
| Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including data sharing policies) | Website Hard copy | Free £10 |

| Class 6 Lists and Registers For example: Currently maintained lists and registers only | Hard Copy Website Both Some information may only be available by inspection | |
|---|---|------|
| Information to be published | How to get a copy | Cost |
| Information the Trust is currently legally required to hold in publicly available registers | Hard ∞py | £10 |

| Class 7 The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only | Hard Copy Website Both Some information may only be available by inspection | |
|---|---|-------------|
| Information to be published | How to get a copy | Cost |
| Extra-curricular activities | Website | Free |
| Out of school clubs | Website | Free |
| School publications | Website Hard copy | Free £10 |
| Any other services for which the school is entitled to recover a fee, together with those fees | | |
| Leaflets books and newsletters | Website | Free |

7. Additional Information

This describes how the charges have been arrived at and should be published as part of the guide.

| | Photocopying/printing @ | Actual cost @ ?£? per |
|--|----------------------------|--------------------------|
|--|----------------------------|--------------------------|