



Freedom of Publication (Model Scheme for Schools)

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Adopted by (body): CELT Trustees

SUPPORT
CYBER SECURITY
MULTIMEDIA
COMMUNICATIONS
INFRASTRUCTURE
DATA
PROTECTION
& INFORMATION SYSTEMS
PERSONAL INFORMATION
CONNECTIVITY
TECHNOLOGY

Collaborate Ability to work effectively as a team

Empower Ability to take initiative and problem solve in order to improve performance

Lead To lead by example and achieve shared goals

Transformation Ability to recognise a need for change and adapt accordingly



CELT Vision

Our vision is for our trust to be a learning organisation in the truest sense.

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

CELT Mission

“Learning together to help every child achieve more.”

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

**COLLABORATE
EMPOWER
LEAD
TRANSFORM**

Should you require further information, please contact
The Governance Officer.

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Trenance Leisure Park, Newquay, Cornwall TR7 2LZ

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Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively 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 on a regular basis the information the authority 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 dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 the public authority 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. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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Classes of information

- **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **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 is difficult to access for similar reasons.

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The method by which information published under this scheme will be made available

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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 an authority 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.

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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 authority 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 schedules 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 the public authority.

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.

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Written requests

Information held by a public authority 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.

Guide to information available from Cornwall Education Learning Trust (CELT) and schools that are part of CELT under the model publication scheme

Who we are and what we do

Information	How the information can be obtained	Cost
Who works at a CELT school or central office	Website of the relevant school or CELT Website Hard copy: available upon request - contact school/central office	Free 7p per page
Who are the Members and Trustees of CELT	CELT Website Hard copy: available upon request - contact company secretary	Free 7p per page
Who are members of CELT school local governing bodies	Website of the relevant school Hard copy: available upon request - contact clerk to local governing body	Free 7p per page
Articles of Association	CELT Website Hard copy: available upon request - contact company secretary	Free 7p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website of the relevant school Hard copy: available upon request - contact school office	Free 7p per page
Staffing structure	Website of the relevant school Hard copy: available upon request - contact school office	Free 7p per page
School session times and term dates	Website of the relevant school Hard copy: available upon request - contact school office	Free 7p per page
Registered office address and company details of CELT	CELT Website Hard copy: available upon request - contact company secretary	Free
Address of school and contact details, including email address	Website of the relevant school Hard copy: available upon request - contact school office	Free 7p per page

What we spend and how we spend it

Information	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy: available upon request	7p per page
Capital funding	Hard copy: available upon request	7p per page
Financial audit reports	CELT Website Hard copy: available upon request - contact company secretary	Free 7p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available upon request	7p per page
Pay policy	CELT Website Hard copy: available upon request - contact company secretary	Free 7p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	CELT Website Hard copy: available upon request - contact company secretary	Free 7p per page
Staffing, pay and grading structure.	Hard copy: available upon request	7p per page
Governors'/Trustee allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request	7p per page

What our priorities are and how we are

Information	How the information can be obtained	Cost
CELT profile School profile <ul style="list-style-type: none"> • performance data supplied to the English Government or a direct link to the data • the latest Ofsted report • post-inspection action plan 	CELT Website Website of the relevant school Website: Search for schools and colleges to compare - GOV.UK - Find and compare schools in England (compare-schoolhttps://www.compare-school-performance.service.gov.uk/performance.service.gov.uk) Website: Find an Ofsted inspection report Hard copy: available upon request - contact school	Free Free Free Free 7p per page
Performance management policy and procedures adopted by CELT	CELT Website Hard copy: available upon request - contact company secretary	Free 7p per page
Performance data or a direct link to it	Website of the relevant school Hard copy: available upon request - contact company secretary	Free 7p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	7p per page
Safeguarding and child protection	Website of the relevant school Hard copy: available upon request - contact company secretary	Free 7p per page

How we make decisions

Information	How the information can be obtained	Cost
Admissions policy/ decisions (not individual admission decisions)	Website of the relevant school Hard copy: available upon request - contact company secretary	Free 7p per page
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact company secretary	7p per page

Our policies and procedures

Information	How the information can be obtained	Cost
Policies including: <ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Staff conduct policy • Staffing structure implementation plan • Information request handling policy • Equality and diversity • Staff recruitment policies Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • PHSE • Special educational needs • Accessibility • Collective worship • Careers education • Behaviour 	CELT Website Website of the relevant school Hard copy: available upon request - contact school	Free Free 7p per page
Records management and personal data policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Hard copy: available upon request - contact company secretary	7p per page
Charging regimes and policies	Website of the relevant school Hard copy: available upon request - contact company secretary	Free 7p per page

Lists and registers

Information	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Website of the relevant school Hard copy: available upon request - contact company secretary	Free 7p per page
Disclosure logs	Inspection only - contact school	Free
Asset register	Inspection only - contact school	Free
Any information the school is currently legally required to hold in publicly available registers (This does not include the Attendance Register)	Inspection only - contact school	Free

The services we offer

Information	How the information can be obtained	Cost
Extra-curricular activities	Website of the relevant school Hard copy: available upon request - contact school	Free 7p per page
Out of school clubs	Website of the relevant school Hard copy: available upon request - contact school	Free 7p per page
Services for which the school is entitled to recover a fee, together with those fees	Website of the relevant school Hard copy: available upon request - contact school	Free 7p per page
School publications, leaflets, books and newsletters	Website of the relevant school Hard copy: available upon request - contact school	Free 7p per page

Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost [^]	7 pence per page If the request is not excessive, this may be waived
Disbursement costs	Photocopying/ printing @ pence per sheet (colour)	Actual cost [^]	Not available
Disbursement costs	Postage	Actual cost of Royal Mail standard 2nd class	UK 1st and 2nd Class Delivery Post Office
Statutory Fee	In accordance with the relevant legislation		not applicable

[^]the actual cost incurred by the Trust

Appendix History of Changes

Version	Date	Page	Change	Origin of Change
1.0	01.23		Original Draft - Approved	