



Freedom of Information Publication Scheme

What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits our School to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the School that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the School is the only owner Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The 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.

Making information available

We will aim to provide as much information as possible on our School 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, we 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. We will arrange an appointment to view the information 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 we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public.

Charges made by the School 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 law.

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 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 FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

Information held by the School 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.

If you have a request for information, please contact the School office.mailbox@trullschool.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Website	None
Instrument of Government/Articles of Association	Website	None
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	Website	None
School prospectus	Website	None
Annual Report	Website	None
Staffing structure	Website	None
School session times and term dates	Website	None
Address of school and contact details, including email address.	Website	None

What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy on request	£2 approx
Capital funding	Hard copy on request	£1 approx
Financial audit reports	Hard copy on request	£2.00 approx
Details of expenditure items over £2000	Hard copy on request	£1 approx
Procurement and contracts the school has entered into	Hard copy on request	£2 approx

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy on request	£1 approx
Staffing, pay and grading structure.	Website	None
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Website	None

What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	None
Performance management policy and procedures adopted by the governing body.	Hard copy on request	£1 approx
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 on request	£2 approx
Safeguarding and child protection	Hard copy on request	£1 approx

How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy on request	£1 approx
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy on request	£1 approx

Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	Website	None
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention, destruction and archive policies Data protection (including information sharing policies) 	Website	None
Equality and diversity policies	Website	None
Policies and procedures for the recruitment of staff	Website	None
Charging regimes and policies.	Website	None

Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Website	None
Disclosure logs	Enquire via the school office.mailbox@trullschool.co.uk	Price on application
Asset register	Enquire via the school office.mailbox@trullschool.co.uk	Price on application
Any information the school is currently legally required to hold in publicly available registers	Enquire via the school office.mailbox@trullschool.co.uk	Price on application

The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Website	None
Out of school clubs	Website	None
Services for which the school is entitled to recover a fee, together with those fees	Website	None
School publications, leaflets, books and newsletters	Website	None

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class