



# **Spring Common Academy Publication Scheme**

**Compliant with: -  
Freedom of Information Act 2010  
and  
Publication Scheme for Academies DfE 2014**

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This 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. Spring Common Academy adopts this policy from 11 January 2016.

This publication scheme commits Spring Common Academy 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 commitment:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Spring Common Academy 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.

## **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 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.

### **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 but a charge may be incurred.

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.

### **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.

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.

### **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.

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

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

## Freedom of Information

### Guide to information available from Spring Common Academy under the publication scheme

Information to be published	How the information can be obtained	Charge apply for photocopies, admin time and postage
Who we are and what we do (Organisational information, structures, locations and contacts)This will be current information only	website	
Academy Funding Agreement – a link to the document on the Department for Education’s website	DFE website	Yes
Academy Order (if applicable)	website	
School staff and structure – names of key personnel	website	
Trustee – names and contact details of the governors and the basis of their appointment	website	
School session times, term dates and holidays	website	
Location and contact information – address, telephone number and website details	website	
Contact details	website	
School Information	website	
School Session times and term dates	website	
GCSE results – a link to the data on the Department for Education’s website.	Not applicable as most pupils have severe learning difficulties.	

Information to be published	How the information can be obtained	Charge apply for photocopies, admin time and postage
<p><b>What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Academy current and the previous two years financial years accounts that have been filed with the Charity Commission and Companies House</p>	<p>Trustees report – next available end of January 2017 on website.</p> <p>Conversion to Academy was 1 January 216 so no previous accounts.</p>	<p>Yes</p>
<p>Annual budget plan and financial statements</p>	<p>EFA submission on website after approval of Trustees in October 2017.</p>	<p>Yes</p>
<p>Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects</p>	<p>On website after approval of Trustees in October 2016</p>	<p>Yes</p>
<p>Additional funding – Income generation schemes and other sources of funding.</p>	<p>No projects for additional funding or fund raising yet</p>	<p>Yes , when applicable</p>
<p>Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p>	<p>Details on website after approval of Trustees.</p>	<p>Yes</p>
<p>Staffing structure</p>	<p>Website</p>	
<p>Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.</p>	<p>Website after Trustee approval</p>	<p>Yes</p>
<p>Trustees allowances – Details of any allowances and expenses that can be claimed or incurred.</p>	<p>Website if any claims</p>	<p>Yes</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge apply for photocopies, admin time and postage</b>
<p><b>What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews) Current information published termly.</p>	website	Yes
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Website	Yes
<p>Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	website	Yes
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children. (Note information that is confidential is excluded)</p>	website	Yes

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge apply for photocopies, admin time and postage</b>
<p><b>How we make decisions</b></p> <p>The Trust Decision making processes and records of decisions taken. Current and last three years of Academy Trust operation.</p>	<p>website</p>	<p>Yes</p>
<p><b>Admissions Arrangements</b></p> <p>Arrangements and procedures and right of appeal with Local Authority as a special school request for placement.</p> <p>Information about admission numbers and any issues arising from applications.</p>	<p>START for Cambridgeshire Local Authority</p> <p>Website</p>	
<p>Trustee meeting agendas, papers and minutes (Note information that is confidential is excluded)</p>	<p>website</p>	<p>Yes if hard copies requested</p>



<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge apply for photocopies, admin time and postage</b>
<p><b>Our policies and procedures</b></p> <p>Policies and procedures for delivering our services and responsibilities as an Area Special School</p>	Website	Yes
<p>School statutory policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Sex and relationship education</li> </ul>	website	
<p><b>Pupil and curriculum policies, including:</b></p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Special education needs</li> <li>• Collective worship</li> <li>• Behaviour</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	website	Yes
<p><b>Records management and personal data policies</b></p> <ul style="list-style-type: none"> <li>• Information security</li> </ul>		

<ul style="list-style-type: none"> <li>Records retention statement</li> <li>Data Protection (confidential items not available)</li> </ul>		
<b>Equality and diversity</b> <ul style="list-style-type: none"> <li>Equalities Plan including accessibility Plans.</li> </ul>		
<b>Charging and remissions</b>  Pupil charging and remissions Details of charges made for information routinely published.		

<b>Information to be published</b>	<b>How the information</b>	<b>Charge apply for</b>
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	<b>can be obtained</b>	<b>photocopies, admin time and postage</b>
<b>Lists and Registers</b> Publication scheme will act as a list of information available	Some information may only be available for inspection unless stated available.	Yes if hard copies requested.
Risk Log	Website	Yes
Disclosure logs	Available to view	Yes
Asset register	Arrangement to view	Yes

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge apply for photocopies, admin time and postage</b>
<b>The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	(hard copy and/ or website; some information may only be available for inspection)	Yes if leaflets not available and need to be copied and posted.
Extra-curricular activities	website	
After school club – Spring Comets	website	
School publications and newsletters	website	Yes