FOI 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.

Review date: September 2024

FREEDOM OF INFORMATION PUBLICATION SCHEME
including EXPLANATORY NOTE

Contents

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 Academy 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 Academy 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 Academy 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 Academy 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 Academy 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 Academy 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 Academy at office@brooksideacademy.co.uk or our Data Protection Officer dposchools@somerset.gov.uk

Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

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	On the school website – https://www.brooksideacademy.co.uk/board-of-governors/	Information freely available on school website
Articles of Association	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	Price on application (POA)
Contact details for the key personnel including Head teacher and for the governing body, via the Academy (named contacts where possible).	On the school website – https://www.brooksideacademy.co.uk/our-staff/	Information freely available on website
Academy prospectus	Brookside Academy does not have a prospectus.	N/a
Annual Report	On the school website – https://www.brooksideacademy.co.uk/board-of-governors/	Information freely available on website
Staffing structure	On the school website – https://www.brooksideacademy.co.uk/our-staff/	Information freely available on website
Academy session times and term dates	On the school website – https://www.brooksideacademy.co.uk/	Information freely available on website
Address of Academy and contact details, including email address.	On the school website – https://www.brooksideacademy.co.uk/contact/	Information freely available on website

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

NB: Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Capital funding	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Financial audit reports	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Procurement and contracts the Academy 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).	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Pay policy	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Academy profile and in all cases: • Performance data supplied by the government, or a direct link to the data • The latest Ofsted - Summary - Full report • Post-inspection action plan	On the school website – https://www.brooksideacademy.co.uk/results-standards/ Ofsted link: https://www.brooksideacademy.co.uk/ofsted/	Information freely available on website
Performance management policy and procedures adopted by the governing body.	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
The Academy 's future plans; for example, proposals for and any consultation on the future of the Academy such as a change in status	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Safeguarding and child protection policies	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	Information freely available on website

How we make decisions

NB: Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	On the Academy website - https://www.brooksideacademy.co.uk/admissions/	Information freely available on website
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).	We routinely publish minutes on the website.

https://www.brooksideacademy.co.uk/board-of-governors/ | POA |

Our policies and procedures

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Policies and other documents	on the school website – https://www.brooksideacademy.co.uk/policies/	Information freely available on website
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	On the school website – https://www.brooksideacademy.co.uk/policies/	Information freely available on website
Equality and diversity policies	On the school website – https://www.brooksideacademy.co.uk/policies/	Information freely available on website
Policies and procedures for the recruitment of staff	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	On the school website – https://www.brooksideacademy.co.uk/policies/.	Information freely available on website

Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	On the school website – https://www.brooksideacademy.co.uk/curriculum/	Information freely available on website
Disclosure logs	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Asset register	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA
Any information the Academy is currently legally required to hold in publicly available registers	Contact the school office or enquire via the school email address – office@brooksideacademy.co.uk	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses
NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	On the school website – https://www.brooksideacademy.co.uk/	Information freely available on website
Out of school clubs	On the school website – https://www.brooksideacademy.co.uk/	Information freely available on website
Services for which the Academy is entitled to recover a fee, together with those fees	On the school website – https://www.brooksideacademy.co.uk/policies/	Information freely available on website
Academy publications, leaflets, books and newsletters	On the school website – https://www.brooksideacademy.co.uk/letters-newsletters/	Information freely available on website

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost plus admin time.
	Photocopying/printing @ 2p per sheet (colour)	Actual cost plus admin time.
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation (quote the actual statute)