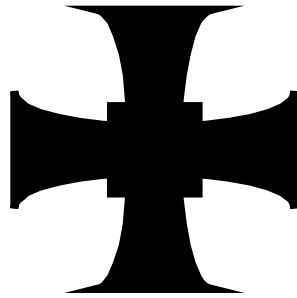


TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

FREEDOM OF INFORMATION PUBLICATION SCHEME

F&GP Committee

Reviewed: November 2022

Approved by the F&GP Committee: November 2022

Ratified by the Full Governing Body: December 2022

Next review: October 2025

Freedom of Information Publication Scheme

The Governing Body is responsible for the maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

This publication scheme commits Trinity School 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 Trinity School.

The scheme commits Trinity School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by Trinity School and falls within the classifications below.
- To specify the information which is held by Trinity School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements made 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 Trinity School makes available under this scheme.
- To produce and publish a schedule of any fees charged for access to information.
- To make this publication scheme available to the public.

2. Classes of Information

2.1 Who we are and what we do

Organisational information, structures, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 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.

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

Trinity School 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 Trinity School, information will be provided on our 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, 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. 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.

4. 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 school for routinely published material will be justified and transparent and will be 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 help 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.

5. 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.

6. **Contact details**

If you require a paper version of any information, or want to ask whether information is available, please contact the school by telephone, email or letter. Contact details are set out below.

Email: info@trinity.cumbria.sch.uk

Tel: 01228 516051

Contact address: Trinity School, Strand Road, Carlisle, CA1 1JB.

To help us to process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please). If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who in the school	School website	
Who's who on the governing body and the basis of their appointment	School website	
Instrument of Government	On application	
Contact details for the Headteacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	School website	
School prospectus	School website	
Annual Report	Not applicable	
Staffing Structure	On application	
School session times and term dates	School website	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan	On application	
Annual Report and Financial Statements	School website	
Capitalised funding	On application	
Additional funding	On application	
Financial audit reports	On application	
Procurement and projects	On application	
Pay policy	School website	
Staffing and grading structure	On application	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	On application	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>On application</p> <p>School website</p> <p>On application</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>School website</p>	
<p>Schools future plans</p>	<p>On application</p>	
<p>Every Child Matters – policies and procedures</p>	<p>School website</p>	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	School website	
Agendas of meetings of the governing body and (if held) its sub-committees	On application	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	On application	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	<p>On application On application On application</p>	
<p>Charging regimes and policies.</p> <p>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.</p>	<p>School website</p>	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	On application	
Disclosure logs	On application	
Asset register	On application	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On application	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School website	
Out of school clubs	School website	
School publications	On application	
Services for which the school is entitled to recover a fee, together with those fees	On application	
Leaflets books and newsletters	School website	

Freedom of Information

Guide to information available from Trinity School under the model publication scheme

Contact details: info@trinity.cumbria.sch.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 13p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority