

FREEDOM OF INFORMATION: MODEL PUBLICATION SCHEME

Guide to information available from the Fallibroome Trust under the model publication scheme. This document is based on a template created by the Information Commissioner's Office, which was designed to assist Trusts to meet their publication scheme obligations. Please note that the central Fallibroome Trust website is www.FallibroomeTrust.com.

A request is valid provided that:-

1. The Request is in writing (paper or email)
2. States the name of the applicant and address for correspondence
3. Describes the information requested

Who we are and what we do: (Organisational information, structures, locations and contacts)		
Information to be published	How the information can be obtained	Cost
Academy Funding Agreement – a link to the document on the Department for Education's website	Trust Website: www.FallibroomeTrust.com	Nil
Who's who in the school	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Who's who on the governing body / board of governors and the basis of their appointment	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Instrument of Government / Articles of Association	Hard copy available from Trust HQ and individual Trust schools	See Charges
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
School prospectus (if any)	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites Hard copy available from Trust HQ and individual Trust schools	Nil / See Charges
Annual Report (if any)	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Staffing structure	Hard copy available from Trust HQ and individual Trust schools	See Charges
School session times and term dates	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Address of school and contact details, including email address.	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil

What we spend and how we spend it: (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Trust Website: www.FallibroomeTrust.com Hard copy available from Trust HQ and individual Trust schools	Nil / See Charges
Capital funding	Hard copy available from Trust HQ and individual Trust schools	See Charges
Financial audit reports	Trust Website: www.FallibroomeTrust.com Hard copy available from Trust HQ and individual Trust schools	Nil / See Charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available from Trust HQ and individual Trust schools	See Charges
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 from Trust HQ and individual Trust schools	See Charges
Pay policy	Hard copy available from Trust HQ and individual Trust schools	See Charges
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.	Hard copy available from Trust HQ and individual Trust schools	See Charges
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.	Hard copy available from Trust HQ and individual Trust schools	See Charges
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Hard copy available from Trust HQ and individual Trust schools	See Charges

What our priorities are and how we are doing: (Strategies and plans, performance indicators, audits, inspections and reviews)		
Information to be published.	How the information can be obtained	Cost
Performance data supplied to the English Executive, or a direct link to the data	Hard copy available from Trust HQ and individual Trust schools	See Charges
The latest Ofsted Inspectorate report	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Performance management policy and procedures adopted by the governing body.	Hard copy available from Trust HQ and individual Trust schools	See Charges
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	N/A – would be on our website if applicable	Nil
Safeguarding and child protection	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil

How we make decisions: (Decision making processes and records of decisions)		
Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
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 available from Trust HQ and individual Trust schools	See Charges

Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Information to be published.	How the information can be obtained	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Staff recruitment policies 	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites Hard copy available from Trust HQ and individual Trust schools	Nil / See Charges
<ul style="list-style-type: none"> • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy 	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites Hard copy available from Trust HQ and individual Trust schools	Nil / See Charges

<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Equality and Diversity • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>Trust Website: www.FallibroomeTrust.com Individual Trust schools websites</p> <p>Hard copy available from Trust HQ and individual Trust schools</p>	<p>Nil / See Charges</p>
<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>Trust Website: www.FallibroomeTrust.com Individual Trust schools websites</p> <p>Hard copy available from Trust HQ and individual Trust schools</p>	<p>Nil / See Charges</p>
<p>Charging regimes and policies: including 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>Hard copy available from Trust HQ and individual Trust schools</p>	<p>See Charges</p>

Lists and Registers: 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	Hard copy available from Trust HQ and individual Trust schools	See Charges
Disclosure logs	Hard copy available from Trust HQ and individual Trust schools	See Charges
Asset register	Hard copy available from Trust HQ and individual Trust schools	See Charges
Any information the school is currently legally required to hold in publicly available registers	Hard copy available from Trust HQ and individual Trust schools	See Charges

The services we offer: (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Out of school clubs	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil
Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from Trust HQ and individual Trust schools	See Charges
School publications, leaflets, books and newsletters	Trust Website: www.FallibroomeTrust.com Individual Trust schools websites	Nil

SCHEDULE OF CHARGES

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

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 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* The actual cost incurred by the public authority