



CAMBORNE SCIENCE & INTERNATIONAL ACADEMY

The CSIA Trust **Freedom of Information:** **Publication Scheme**

Document owner

V Gough

Date last updated

May 2018

Next Review

In line with ICO model documents

Introduction

The CSIA Trust recognises its responsibilities under the Freedom of Information Act 2010 (FOIA) that public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies. In order to comply with the requirements of the Act, this publication scheme covers the Academy Trust's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the Academy Trust and falls within the classifications below.
- To specify the information that is held by the Academy Trust 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 Academy Trust 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.
- To publish any dataset held by the Academy Trust that has been requested, and any updated versions it holds, unless the Academy Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Academy Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

The classes of information that we undertake to make available are organised into seven broad topic areas:

1. Who we are and what we do
 2. What we spend and how we spend it
 3. What our priorities are and how we are doing
 4. How we make decisions
 5. Our policies and procedures
 6. Lists and registers
 7. The services we offer
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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.

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

The 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 the school, information will be provided on the 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, the school 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 the school 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.

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 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:

- a) photocopying
 - b) postage and packaging
 - c) the costs directly incurred as a result of viewing information
 - d) any translation costs
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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 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.

Requests for Information

Information that is not published under the scheme can be requested by e-mail, letter or fax.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

e-mail: enquiries@cambornescience.co.uk

Tel: 01209 712280

Address: The CSIA Trust
Cranberry Road
Camborne
Cornwall
TR14 7PP

Please make the subject of your request "PUBLICATION SCHEME REQUEST".

Appendix 1: Guide to information available from The CSIA Trust under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Website	No charge
Who's who on the Board of Trustees/Governing Body and the basis of their appointment	Website	No charge
Articles of Association	Website	No charge
Contact details for the Headteacher and members of the Governance Structure	Website	No charge
Academy Funding Agreement (MAT and Supplementary)	Website	No charge
School Prospectuses (CSIA, Nexus)	Website	No charge
Sixth Form Prospectus	Website	No charge
Staffing Structure	Hard copy (FOI)	See charges
School session times and term dates	Website	No charge
Examination Results – Link to school data on 'Get Information About Schools'	https://get-information-schools.service.gov.uk/	No charge
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.)		
Annual budget plan and financial statements	Hard copy/Website	See charges
Capitalised funding	Hard copy (FOI)	See charges
Additional funding	Hard copy (FOI)	See charges
Procurement and projects	Hard copy (FOI)	See charges
Pay policies	Hard copy (FOI)	See charges
Staffing and grading structure	Hard copy (FOI)	See charges

Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Government supplied performance data	https://get-information-schools.service.gov.uk/	No charge
Latest Ofsted report	Website	No charge
Performance management policy and procedures adopted by the Governing Body	Hard copy (FOI)	See charges
Child Protection – policies and procedures	Website	No charge
Class 4: How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body and its sub- committees	Hard copy (FOI)	See charges
Committee Terms of Reference	Hard copy (FOI)	See charges
Minutes of meetings (as above) – this will exclude information classified as ‘Confidential’	Hard copy (FOI)	See charges
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Statutory policies are available on our website, all others by request	Website	No charge
Class 6: Lists and Registers (Currently maintained lists and registers only)		
Statutory policies are available on our website, all others by request	Website	No charge
Class 7: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
School publications/newsletters	Website	No charge
Out of school activities/extra-curricular	Website/Prospectus	No charge
Catering menus	Website	No charge
School calendar	Website	No charge

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing – B&W	£0.05 per sheet – Actual cost
	Photocopying/printing – Colour	£0.12 per sheet – Actual cost
	Postage	Actual cost of Royal Mail 2 nd class
Statutory fee	n/a	In line with relevant legislation

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then this should be addressed to The School Business Manager at the address shown above.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/ Information Line: 01625 545 700

E Mail: <mailto:publications@ic-foi.demonco.uk>.

Website: <http://www.informationcommissioner.gov.uk/>
