POLICY DOCUMENT

FOI PUBLICATION SCHEME / GUIDE TO INFORMATION

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Contents

SBM.V23.1	January 2023	Updated to reflect the ICO model publication scheme version 4.0
	September 2025	Reviewed (published on website)

Guidance Notes for Academies / Schools

This template covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools which are all considered to be a public authority.

The template is intended to assist schools and academies by giving **examples** of the kinds of information that the Information Commissioner's Office (ICO) expect them to provide in order to meet their commitments under the FOIA model publication scheme.

The ICO expects schools to make the information available unless you do not hold the information, the information is exempt under the act, the information is publicly available from an external website, the information has been archived or is out of date or that it would be impractical to prepare the material for routine release.

The model template should be adapted to suit the school or academy setting. Although the classes of information headings should not be modified, the information outlined for each class of information can be adapted to reflect the information that is held by the school or academy.

The template is not designed to be exhaustive or definitive.

Once personalised, the publication scheme should be published on your school or academy website and reviewed and updated on an annual basis to reflect the latest version that is published by the ICO.

Freedom of Information Publication Scheme

Date of Last Review: 01/09/2025

Class 1 – Who we are and what we do Organisational information, structures, locations and contacts	
Information to be published	**Location**
Instrument of Government or Articles of Association	https://www.canonium.org/governance-financial/governance
School Website	https://www.ardleigh.academy/
An outline of the school curriculum	https://www.ardleigh.academy/our-approach/the-curriculum
Trust Board / Governing Body Overview The names of the governors, the basis on which they have been appointed and details of how to contact them via the school.	https://www.ardleigh.academy/key-information/governance
Information About & Duties of the Trustees/Governors Publish information on your Trust Board / Governing Body in accordance with the relevant statutory guidance.	https://www.ardleigh.academy/key-information/governance
Gender Pay Gap Reporting Publish this data annually if you have a headcount of 250 staff or more. See the Government's guidance to find out what information you need to publish.	n/a
School Session Times	https://www.ardleigh.academy/parents/school-day
School Term Dates Publish details of school term and holiday dates.	https://www.ardleigh.academy/parents/term-dates

Location and Contact Information	
Publish the address, phone number, email and website address of the school, together with the names of key personnel. Also provide the names and positions of all staff and how they may be contacted via the school.	https://www.ardleigh.academy/contact-us/contact-information https://www.ardleigh.academy/about-us/staff

Class 2 – What We Spend and How We Spend It
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

Information to be published	Location
Make available the financial information for the current and previous two financial years	
Annual Budget Plan and Financial Statements Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector. Plus, the annual budget plan and your annual income and expenditure returns.	https://www.canonium.org/governance-financial/financial-information
Expenditures Provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or 6 monthly interval.	https://www.canonium.org/governance-financial/financial-information
Capital Funding Provide information on major plans for capital expenditure, details of the capital funding allocated to you together with information on relevant building projects and other capital projects. Include any private finance initiative and public/private partnership contracts.	https://www.canonium.org/governance-financial/financial-information
Financial Audit Reports	https://www.canonium.org/governance-financial/financial-information

Procurement & Contracts Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.	https://www.canonium.org/governance-financial/financial-information
Staff Allowances & Expenses Provide details of the allowances and expenses that can be incurred or claimed. Include the total of the allowances and expenses paid to individual senior staff members by reference to categories. Produce this information in line with your policies, practices and procedures. As a minimum, include travel, subsistence and accommodation.	https://www.canonium.org/governance-financial/financial-information
Staff Pay & Grading Structures You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.	https://docs.google.com/document/d/1yAS1Yp9xYBMS4m5QwOGQSgp8OACwjm7NNeuHkDRK_Yg/edit?tab=t.0
Premiums or Other Forms of Financial Support Available Provide details of any pupil premium funding (or sports premium grant) you receive and how you spend it. See DfE guidance for details of what information should be published.	https://www.ardleigh.academy/key-information/pupil-premium https://www.ardleigh.academy/key-information/pe-and-sport-premium
Trade Union Facility Time Reporting Read the government guidance on reporting trade union facility time to find out what information you need to publish. You need to publish this information once a year.	https://docs.google.com/document/d/1h7-LtmenhIWj7JuWNKZAk7lRkoWXx3yIYW4ynXCHhxc/edit?tab=t.0

Class 3 – What Our Priorities Are & How We Are Doing Strategies and plans, performance indicators, audits, inspections and reviews	
Information to be published	**Location**
As a minimum, information in this class should be current information only. Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.	
Performance Data Supplied to the Government	https://www.ardleigh.academy/key-information/performance
Latest Ofsted Report	https://www.ardleigh.academy/key-information/inspections
Performance Management Information The Performance Management policy and procedures adopted by your Trust Board / Governing Body.	https://docs.google.com/document/d/19-xDN1vxHujgKKNzsYVDA9VoBKukMX5SBW-1FI9Y3fQ/edit?tab=t.0
Future Plans Any major proposals on future plans involving, for example, a consultation on a change in school status. This could be in the form of the School Development Plan (full or short version).	<insert link to website location/hard copy document>
Exam & Assessment Results	https://www.ardleigh.academy/key-information/performance
Performance Tables Include a link to your performance tables page.	https://www.ardleigh.academy/key-information/performance
Data Protection Impact Assessments or any other Impact Assessments (e.g. health & safety impact assessment, equality impact assessment) These could be published in full or in summary.	<insert link to website location/hard copy document>

Class 4 – How We Make Decisions Decision Making Processes and Records of Decisions	
Information to be published	**Location**
Make information in this class available for at least the current and previous 3 years.	
Admissions Policy & Decisions Provide details about your admission arrangements and procedures, together with information about the right of appeal. You do not have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.	https://www.ardleigh.academy/admissions
Minutes of Meetings of the Governing Body and its Committees Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.	https://www.ardleigh.academy/key-information/governance

Class 5 – Our Policies & Procedures Current written protocols, policies and procedures for delivering our services and responsibilities	
Information to be published	**Location**
Information in this class to be current only.	
School Policies & Other Documents Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, your funding agreement or equivalent. Include policies that the DfE recommend. Include policies and procedures for handling requests for information and operating the publication scheme.	https://www.ardleigh.academy/key-information/policies
Data Protection Policies Include data protection policies, such as the Data Protection policy, Records Management policy, Retention Schedule, CCTV policy and Subject Access Request policy.	https://www.canonium.org/news-information/policies-and-documents
Equality & Diversity Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.	https://www.canonium.org/news-information/policies-and-documents
Safeguarding & Child Protection The policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation an any guidance issued by the Secretary of State.	https://www.ardleigh.academy/key-information/policies https://www.ardleigh.academy/key-information/safeguarding

Pay Policy The statement of the Pay policy and procedures regarding teachers' pay.	https://docs.google.com/document/d/1yAS1Yp9xYBMS4m5QwOGQSgp8OACwjm7NNeuHkDRK_Yg/edit?tab=t.0
Health & Safety Policy	https://www.canonium.org/news-information/policies-and-documents
Policies and Procedures for Human Resources and the Recruitment of Staff Make details of current vacancies readily available, if they are advertised as part of recruitment policies.	https://www.canonium.org/news-information/policies-and-documents
Careers Programme Information	https://www.canonium.org/news-information/policies-and-documents
Complaints Procedures, including for dealing with parental complaints	https://www.canonium.org/news-information/policies-and-documents
Charging Regimes and Policies Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them and how they are calculated.	https://docs.google.com/document/d/1IywVYvBjlcBKqK6wjsTAA1IFrazQGoRjSEdU52unC7c/edit?tab=t.0

Class 6 – Lists & Registers

Information to be published	Location
Information to be in currently maintained lists and registers only	
Curriculum Circulars & Statutory Instruments Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the Headteacher or Trust Board/Governing Body concerning the curriculum.	<insert link to website location/hard copy document>
CCTV Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. Schools should decide on the level of detail that is appropriate. If you have a CCTV policy, then it would be appropriate to publish this.	n/a
Disclosure Log If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.	(SBM Services UK provide guidance to all Trust schools regarding data protection) Contact admin@canonium.org for further details.
Asset Register Make available some information from capital asset registers, if you hold such registers.	n/a
Any information that you are legally required to hold in publicly available registers	https://www.ardleigh.academy/ https://www.canonium.org/home

Class 7 – The Services We Offer
Information about the services the school provides, including leaflets, guidance and newsletters.

Information to be published	Location
Generally, this is as extension of the first class of information and may also related to information covered in other classes. The following are examples that you could publish. This list is not designed to be exhaustive.	
Extra-curricular Activities	https://www.ardleigh.academy/
Out of School Clubs	https://www.ardleigh.academy/
School Publications	https://www.ardleigh.academy/
Services for which the school is entitled to recover a fee, together with those fees	https://www.ardleigh.academy/
Leaflets, booklets and newsletters	https://www.ardleigh.academy/
Letters to Parents/Carers	https://www.ardleigh.academy/