

Freedom of Information - Publication Scheme

Author (s)	Director of Operations
Scope (Trust, School, Other)	Trust-wide
Reviewer (s)	Compliance Manager
Approver (s)	CEO
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Freedom of Information - Publication Scheme

1. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority, including all local authority-maintained schools and academy trusts without further approval and will be valid until further notice.
2. This publication scheme commits an authority 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 the authority, in this case The Charter Schools Educational Trust or any of its schools (from now on referred to as the 'Trust' in this document). Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

3. The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information, which is held by the 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 authority 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 Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practical, in an electronic form that is capable for re-use; and, if any information in the dataset is a relevant copyright work and the 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.)

4. Classes of Information

- Who we are and what we do.
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it.
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing.
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions.
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures.
- Current written protocols for delivering our functions and responsibilities.

- Lists and Registers.
- Information held in registers required by law and other lists and registers relating to the functions of the Trust.
- 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.

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

- The Trust 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 Trust and its schools, information will be provided on the Trust or relevant school 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(s), the Trust 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 Trust 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.

6. 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 Trust 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:

- 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 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.

7. Written Requests

Information held by the Trust 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.

8. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, email, or by post. Contact details are set out on the individual school websites.

[The Charter School North Dulwich](#)

[The Charter School East Dulwich](#)

[The Charter School Bermondsey](#)

[Charles Dickens Primary School](#)

[Lyndhurst Primary School](#)

[The Belham Primary School](#)

[Dulwich Village Junior School](#)

[Streatham Wells Primary School](#)

Requests to the Trust should be made to:

Email: info@tcset.org.uk

Post: The Charter Schools Educational Trust, Red Post Hill, London SE24 9JH

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme you can still contact the Trust to ask if we, have it.

Reviewing the policy

The Charter Schools Educational Trust will review this policy regularly, in accordance with the Trust policy review cycle.

9. Classes of Information Currently Published

School Prospectus:

This section sets out information published in a Trust school prospectus.

Class	Description
School Prospectus	The statutory contents of the prospectus are as follows, (other items may be included in the prospectus at the School's discretion): • the name, address and telephone number of the school, and the type of school • the names of the headteacher and chair of governors • information on the school's policy on admissions • a statement of the school's ethos and values • information about the school's policy on providing for pupils with special educational needs • the arrangements for visits to the school by prospective parents

Trustees' Annual Report and other information relating to the Trust Board or local school governing bodies:

This section sets out information published in the Trustees' Annual Report and in other governing body documents.

Class	Description
School Profile	The School Profile will be made available to all parents/carers via the schools' websites, and may be requested in hard copy
Governance	• Name, address and company number of the Trust • Name and address of each school • The Articles of Association and date they came into effect • DfE Funding agreements • The manner in which the Trust and its committees are constituted • Full list of current Members and Trustees, or local school governors as relevant • The term of office of each category of Trustee/local governor • Any pecuniary interests for Trustees and local governors
Minutes ¹ of meeting of the Trust Board and its committees	Agreed minutes of meetings of the Trust Board and its committees [<i>current and last full academic school year</i>] are available on request

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

Class	Description
Home – school agreements	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex and Relationship Education Policy	Statement of policy with regard to sex and relationship education Available on school websites
Special Education Needs Policy	Information about the Trust's policy on providing for pupils with special educational needs Available on school websites
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils. Available on school websites
Equality Policy and Objectives	Statement of policy for how the school is complying with the public sector equality duty. Available on school websites
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided from Year 8 upwards. Available on school websites
Child Protection Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school. Available on school websites
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the headteacher to prevent bullying. Available on school websites

School Policies and other information related to the Trust - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the Trust's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaint's Policy and procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the Trust Board relating to the performance management of staff and the annual report of the CEO/headteacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of policy and procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the headteacher or Trust Board relating to the curriculum

Trust Website: www.tcset.org.uk

10. 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 then this should be addressed to: The Director of Operations, The Charter School Educational Trust, Red Post Hill, London SE24 9JH svarcoe@tcset.org.uk

If you are not satisfied with the assistance that you get and wish to make a complaint, please refer to the [Trust Complaints Policy and Procedure](#).

If we have not been able to resolve your complaint and you feel that a further 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 2000. They can be contacted at:

Information Commissioner

**Wycliffe House,
Water Lane,
Wilmslow,
Cheshire, SK9 5AF**

Website : <https://ico.org.uk/>