



**IFIELD COMMUNITY
COLLEGE (ICC)**

FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. ICC has adopted it without modification.

This publication scheme commits ICC to make information available to the public as part of its normal business activities.

The scheme commits ICC:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by ICC and falls within the classifications below.
- To specify the information which is held by ICC 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 ICC that has been requested, and any updated versions it holds, unless ICC 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 public authority is the only owner, to make the information available for re-use under a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

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
- **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 authority.
- **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.

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

ICC will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within ICC's capability information will be provided on a 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, ICC 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.

Obligations under equality 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 ICC 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
- 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 by ICC 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.

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

Information to be published.	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>This will be current information only. Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.</p>	
Who's who in ICC	Website
Who's who on the governing body / board of governors and the basis of their appointment	Website

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

<p>Instrument of Government / Articles of Association</p> <ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than four years • The name of anybody entitled to appoint any category of governor • Details of any trust • The date the instrument takes effect 	<p>Hard copy/Website</p>
<p>School prospectus</p>	<p>Website</p>
<p>Staffing aims and structure</p>	<p>Website</p>



Information Commissioner's Office

School session times and term dates	Website
Address of school and contact details, including email address.	Website

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

<p>Class 2 – What we spend and how we spend it Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.</p>	
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

Pay policy	Hard copy
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
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
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy/website

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

<p>Class 3 – What our priorities are and how we are doing Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.</p>	
<p>School profile</p> <ul style="list-style-type: none"> • Performance data supplied to the English Government • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Hard copy/website</p>

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

Performance management policy and procedures adopted by the governing body.	Hard copy/website
Performance data or a direct link to it	Hard copy/website
Safeguarding and child protection policies	Hard copy/website

Class 4 – How we make decisions Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this.	
Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy/website
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/website

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

Class 5 – Our policies and procedures	Hard copy/website
Accessibility policy Adverse Weather procedure Anti-Radicalisation policy Appraisal policy Behaviour policy Capability policy Charging and Remission policy Child Protection policy Complaints policy Confidential reporting policy Data Protection policy (GDPR) Disadvantaged Students policy Disciplinary (staff) policy	

Equal Opportunities policy and statement First Aid policy Health and Safety policy Lockdown policy and statement Managing Medicines policy Outdoor Education and Off-Site Education policy Pay Policy Safer Recruitment policy SEND policy Sex and Relationships Education policy Sickness Absence policy (staff) Standards of Conduct Teachers Maternity policy	
Records management and personal data policies, including: <ul style="list-style-type: none">• Information security policies• Records retention, destruction and archive policies• Data protection (including information sharing policies)	Hard copy and/or website

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

Class 6 – Lists and Registers	
Some information might be confidential or otherwise exempt from publication by law – we cannot therefore publish this. Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard copy
Disclosure logs	only available by inspection if not covered by Data Protection

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

Class 7 – The services we offer	
Current information only. Some information may only be available by inspection	
Extra-curricular activities	Hard copy/website
Out of school clubs	Hard copy/website
School publications, leaflets, books and newsletters	Hard copy/website

Freedom of Information

Guide to information available from Ifield Community College under the model publication scheme

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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 15p 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)
----------------------	--	--