



# Codsall Federation of Schools

## Publication Scheme September 2022

### Introduction

The General Data Protection Regulation 2018 gives members of the public the right to access official information held by Public Authorities. Requests should be made in writing to Codsall High Federation of Schools, Elliots Lane, Codsall WV8 1PQ and will be dealt with within the statutory 20 working days excluding holidays.

As well as responding to requests for information made under the Freedom of Information Act 2000, the school is required to publish information proactively. The Freedom of Information Act requires every School to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme sets out our commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information. We may not give out information on data subject requests and not if this information could potentially cause damage, risk or harm to a child. The Federation may put in an exemption form that stops the request.

Codsall High Federation of Schools has adopted the Information Commissioner's Model Publication Scheme in its entirety and have produced a guide to information which sets out the information we hold, where it can be obtained and whether a fee is payable.

Guide to Information Available from Codsall High Federation of Schools, under the model publication scheme.

Information to be Published	How the Information Can be Obtained?
<b>Class 1 – Who we are and what we do? (Organisational information, structures, locations and contacts)</b>	
Who's who in the school	Website
Who's who on the governing body	Website
Instrument of Governance	By request
Contact Details for the Executive Head Teacher and Governing Body	Website

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Staff structure	Website
School Sessions and Term Dates	Website

<b>Class 2 – What we Spend and how we spend it?</b> <b>(Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit)</b>	
Annual Budget	Hard copy on request
Capital Expenditure	Hard copy on request
Additional Funding	Hard copy on request
Procurement and Projects	Hard copy on request
Pay Policy	Hard copy on request
Staffing and Grading Structure	Hard copy on request
Governors Allowances	Hard copy on request

<b>Class 3 – What are our priorities are and how we are doing?</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>	Website – Council and School
School Profile	Website
Performance Management	Hard copy on request

<b>Class 4 – How we make decisions?</b> <b>(Decision making process and records of decisions)</b>	Hard copy on request
Admissions policy/Decisions	Website (Council policy)
Agendas of Meetings of the governing body and its sub-committees	Hard copy on request
Minutes of meetings (as above)	Hard copy on request

<b>Class 5 – Our Policies and Procedures.</b> <b>(Current written policies for delivering our service and responsibilities)</b>	
School Policies, Including: <ul style="list-style-type: none"> <li>• Charging &amp; Remissions</li> <li>• Health &amp; Safety</li> <li>• Complaints Procedures</li> <li>• GDPR</li> <li>• Equality &amp; Diversity</li> <li>• Accessibility</li> <li>• Adverse Weather</li> <li>• E-Safety</li> <li>• Staff conduct</li> <li>• Discipline and Grievance</li> <li>• GDPR – (FOI)</li> <li>• CCTV</li> <li>• Fire Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Hardcopy</li> <li>• Hardcopy</li> <li>• Hardcopy</li> <li>• Hardcopy</li> <li>• Hardcopy</li> <li>• Hardcopy</li> </ul>

<ul style="list-style-type: none"> <li>• Security</li> <li>• Business Continuity</li> </ul>	<ul style="list-style-type: none"> <li>• Hardcopy</li> <li>• Hardcopy</li> </ul>
<p>Pupil and Curriculum Policies, Including:</p> <ul style="list-style-type: none"> <li>• Anti-Bullying</li> <li>• Behaviour</li> <li>• Safeguarding</li> <li>• SEN</li> <li>• Attendance &amp; Punctuality</li> <li>• Sex Education</li> <li>• Medical Conditions</li> <li>• Exceptional Leave</li> <li>• Security</li> <li>• Child Protection</li> <li>• Uniform</li> <li>• Mobile Phone</li> <li>• Acceptable Use Policy</li> <li>• Home school Agreements</li> <li>• Alternative Provision</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Hardcopy</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Website</li> <li>• Hardcopy</li> </ul>
<p>Records Management and Personal Data Policies, Including:</p> <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• FOI</li> <li>• E-Safety</li> <li>• Records retention</li> </ul>	<p>Website Website Website Hard Copy</p>
<p>Charging &amp; Remissions Policy:</p> <ul style="list-style-type: none"> <li>• Charging &amp; Remissions</li> </ul>	<p>Website</p>

<b>Class 6 – Lists and Registers. (Currently maintained lists and registers only)</b>	Meet with School to discuss request
Asset Register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy

<b>Class 7 – The services we offer?</b>	
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Hardcopy or website

### Schedule of Charges

The first step is to determine if the threshold (currently £450) would be exceeded. Staff costs will be calculated at £25 per hour. We will take account of the costs of determining if

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the information is held, locating and retrieving the information, and extracting the information from other documents. We cannot take into account the costs involved in determining whether information is exempt.

If a request would cost less than the appropriate limit, (currently £450) the school can only charge for the cost of informing the applicant whether the information is held, and communicating the information to the applicant (e.g. photocopying, printing and postage costs).

If a request would cost more than the appropriate limit, (£450) the school can turn the request down, answer and charge a fee, or answer and waive the fee.

Applicable to inform the applicant if the information is held.

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying/printing @ 5p per sheet (black & white)	Cost
	Photocopying/printing @ 10p per sheet (colour)	Cost
	Postage	Actual cost of Royal mail standard 2 <sup>nd</sup> class delivery.
Statutory Fee		In accordance with legislation and as above.