The Canterbury Academy Trust
Schools for all the Talents

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Additional notes:	Must be published on the school website. Information form the GOV.UK website was removed in October 2016. Following DFE recommendation The Canterbury Academy has adopted the Information Commissioners Office model publication scheme
Number of pages:	9

The Canterbury Academy Trust

Freedom of information publication scheme

1. Purpose

This publication scheme is based on the Information Commissioner's Model publication scheme. The 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.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 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.

2. 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 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.

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

Appendix 1 – Guide of information available from The Canterbury Academy Trust under the publication Scheme indicates what information is covered by this scheme and how it can be obtained.

Where it is within the capability of The Trust, 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, 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.

4. 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 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.

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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

5. Written requests

Information held by a public authority 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.

Appendix 1 Freedom of Information Guide to information available from The Canterbury Academy Trust under the publication scheme

Information to be published	How the information can be obtained
Who we are and what we do **Organisational information, structures, locations and contacts** This will be current information only	**i.e. Available on request or website**
Academy Funding Agreement – a link to the document on the Department for Education's website	Trust website/available on request
School staff and structure – names of key personnel	Trust website/available on request
Governing Body – names and contact details of the governors and the basis of their appointment	Trust website/available on request
School session times, term dates and holidays	Trust website/available on request
Location and contact information – address, telephone number and website	Google, DFE, Companies House
Contact details for the Executive Principal and the Governing Body	Trust website/available on request
School Prospectus	Trust website/available on request
GCSE results – a link to the data on the Department for Education's website	Trust website/available on request

Information to be published	How the information can be obtained
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit This should be a minimum of current and the previous two financial years (accounts that have been filed with the Charity Commission and Companies House)	**i.e. Available on request or website**
Annual budget plan and financial statements	Available on request

Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available on request
Additional funding – income generation schemes and other sources of funding	Available on request

Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Available on request
Staffing and grading structure	Available on request
Pay policy – a statement of the academy's policy on procedures regarding teachers' pay	Available on request
Governors' allowances – details of allowances and expenses that can be claimed or incurred	Available on request

Information to be published	How the information can be obtained
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information should be published	**i.e. Available on request and/or website**
• Government supplied performance data • OFSTED report – summary and full report	Available on request
Performance management information	Available on request
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children	Available on request
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Trust website/available on request
How we make decisions Decision making processes and records of decisions	Available on request/Trust website

Current and previous three years as a minimum	
Admissions policy - arrangements and procedures and right of appeal – including information on application numbers and number of successful applicants by each over subscription criteria.	Trust website/available on request
Governing Body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Available on request

Information to be published	How the information can be obtained
Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	**i.e. Hardcopies and/or website**
School policies including: • Charging policy; Health and Safety and risk assessments; Complaints procedure; Staff Code of Conduct policy; Staff Discipline and Grievance policies; Pay policy; Staffing structure implementation plan; Staff recruitment policies	Available on request and/or Trust website
Student and curriculum policies, including: • Home-school agreement; Early Years Foundation Stage policy; S Relationship Education, Relationships and Sex Education (SRE) and Health Education; Special educational needs; Accessibility; Equality and Diversity statement; Collective worship; Careers education; Student behaviour	Available on request and/or Trust website
Records, management and personal data policies • Information security • Records retention	Available on request
• Destruction and archive policies • Data protection policies	
Equality and diversity Policies, schemes, statements, procedures and guidelines relating to equal opportunities Policies and procedures for the recruitment of staff – details of vacancies should be included	Trust website/Available on request
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Available on request/and or Trust website

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	**i.e. website/available on request**
Curriculum circulars and statutory instruments	Available on request
Disclosure logs	Available on request
Asset register	Available on request
Any information the academy is currently legally required to hold in publicly available registers	Available on request

Information to be published	How the information can be obtained
The services we offer	

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	**i.e. Available on request and/ or website; some information may only be available for inspection**
Extra-curricular activities	Available on request
Out of school clubs	Available on request
School publications	Available on request
Services for which the academy is entitled to recover a fee, together with those fees	Available on request
Leaflets, booklets and newsletters	Available on request

Contact details:

The Canterbury Primary School, City View, Franklyn Road, Canterbury. Kent CT2 8PT 01227 462883
The Canterbury Academy, Knight Avenue, Canterbury, Kent CT2 8QA 01227 463971

SCHEDULE OF CHARGES
Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using the local library or an internet café. Website address is www.canterburyacademy.co.uk
If your request means that we have to do a lot of photocopying or printing, pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

Breakdown of charges;

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 7p per sheet of A4 or A3 (black & white)	Charge per copy plus a labour charge
	Photocopying/printing 20p per sheet A4 (colour)	Charge per copy plus a labour charge
	Photocopying/printing 30p per sheet A3 (colour)	Charge per copy plus a labour charge
	Postage	Actual cost of Royal Mail standard 2nd class
	Labour charge	£15.00 (hourly rate or part thereof)
Statutory Fee		In accordance with the relevant legislation