

Publication Scheme Policy

MARINE ACADEMY PLYMOUTH POLICIES

VERSION CONTROL SHEET

POLICY NAME: Publication Scheme Policy

Policy Prepared by: Peter Gregory

Document date	Filename	Mtg submitted	Summary of changes required
01-09-12			New policy
29-04-15		Personnel	Minor formatting changes

Marine Academy Plymouth

1. Introduction

The Freedom of Information Act (FOIA) requires all schools to adopt and maintain a publication scheme. They must produce and publish the method by which the specific information will be available setting out:

- the classes of information which the Academy publish or intend to publish;
- the manner in which the information is or will be published;
- whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. Some information which the Academy holds may not be made public, for example personal information.

Marine Academy Plymouth's publication scheme is adopted by its Governing Body and conforms to the model schedule for schools approved by the Information Commissioner.

2. Classes of Information Published

This publication scheme details the information which the Academy currently publishes or have recently published or which it intends to publish in the future. This information is split in the following classes:

- Class 1: What we are and what we do. This details current organisational information, structures;
- Class 2: What we spend and how we spend it. This covers financial information relating to projected and actual income and expenditure, procurement contracts and financial audit;
- Class 3: What our priorities are and how we are doing. Current strategies and plans, performance indicators, audits, inspections and reviews are covered in this class;
- Class 4: How we make decisions. Provides information on the decision making processes and records of the decisions for the current and previous three years;

Marine Academy Plymouth

- Class 5: Policies and procedures. This sets out the current written protocols, policies and procedures for delivering the Academy's services and responsibilities;
- Class 6: Lists and registers. Covers any current information that the Academy is legally required to hold in publicly available registers; and
- Class 7: The services we offer. This provides information about the services the Academy offers, including leaflets, guidance and newsletters produced for the public.

3. How To Request Information

Details of the information available under the Academy's publication scheme and where that information can be found are set out in Appendix 1.

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below.

Email: contact@marineacademy.org.uk

Tel: **01752 213939**

Fax: **01752 213909**

Contact Address: **Marine Academy Plymouth
Trevithick Road
St Budeaux
Plymouth
PL5 2AF**

Information that is not listed in the publication scheme can still be requested and should be made available unless it can be legitimately withheld.

4. Charges

Charges may be made for activities such as printing, photocopying and postage as well as information for which the Academy is legally authorised to charge. Anyone requesting information will be informed of any charge before the information is provided.

Appendix 1
Information Available Under The Marine Academy Plymouth Publication Scheme

Information To Be Published	Information Available	Where information is published/available
Class 1: Who we are and what we do		
Location and contact information	Address and contact details for Academy Key personnel – departmental structure & Senior Leadership Team chart	Academy website Available upon request
Academy session times and term dates	Details of school session times and dates of school terms and holidays	Academy website
Governing Body	Names and contact details of the governors (including the basis on which they have been appointed)	Available upon request
Instrument of Government	Funding Agreement Memorandum and Articles of Association Governing Body Committee Terms of Reference	Available from DfE website Available upon request Available upon request
Academy Prospectus	Academy prospectus	Academy website

Class 2: What we spend and how we spend it		
Annual budget plan and financial statements	Annual budget plan forecast as submitted to DfE Statutory accounts	Available upon request Available via Companies House website
Capital funding	Details of capital funding allocated and information on the related building and other capital projects are set out in the statutory accounts	Available via Companies House website
Additional funding	Details of income generation schemes and other sources of funding are set out in the statutory accounts	Available via Companies House website
Procurement and contracts	Scheme of delegation Financial procedures manual including procedures used for the acquisition of goods and services Details of contracts that have gone through a formal tendering process	Available upon request Available upon request Available upon request

Staffing and grading structure	Organisational structure & Senior Leadership Team chart Teachers' Pay Rates England & Wales (excluding inner and outer London) NJC for Local Government Pay Rates	Available upon request Available from DfE website Available from Local Government Employers website
Class 3: What our priorities are and how we are doing		
School profile	Government supplied performance data Latest Ofsted report - Summary - Full report School ethos statement	Available from DfE website Available from Ofsted website Academy website
Performance management information	Performance management policy	Available upon request
Future plans	Academy Improvement Plan	Available upon request
Safeguarding information	Academy's safeguarding procedures Child Safety and Protection Policy	Academy website Academy website

Class 4: How we make decisions		
Admissions policy/decisions	Admissions Policy	Academy website
Governing body minutes	Minutes, agendas and papers (excluding confidential matters) of Governing Body and its sub-committees meetings	Available upon request
Class 5: Our policies and procedures		
Academy policies and procedures	Complaints procedure	Academy website
	Grievance policy	Available upon request
	Staff discipline policy	Available upon request
	Uniform policy	Academy website
	Health and safety policy	Academy website
	Emergency procedures	Academy website
	Fire procedures	Available upon request
Student and curriculum policies	Home-academy agreement	Academy website
	Curriculum policy	Academy website
	Relationship and sex education policy	Academy website
	Citizenship policy	Academy website

	<p>Special Educational Needs policy</p> <p>Intimate care policy</p> <p>Behaviour management policy</p> <p>Anti-bullying policy</p> <p>Equality duties policy</p> <p>Collective worship policy – in line with national guidelines</p> <p>Careers education policy</p> <p>Off-site educational visits policy</p>	<p>Academy website</p> <p>Academy website</p> <p>Academy website</p> <p>Academy website</p> <p>Academy website</p> <p>Available upon DfE website</p> <p>Available upon request</p> <p>Academy website</p>
Records management and personal data policies	<p>Information security policy</p> <p>Records retention policy</p> <p>Destruction and archive policy</p> <p>Data Protection policy</p> <p>Freedom of information policy</p>	<p>Available upon request</p> <p>Available upon request</p> <p>Available upon request</p> <p>Academy website</p> <p>Academy website</p>
Equality and diversity	<p>Anti-discrimination policy</p>	<p>Academy website</p>

	Disability statement	Academy website
Policies and procedures for the recruitment of staff	Staff recruitment policy	Available upon request
	Current vacancies	Academy website
Charging regimes and policies	Charging and remissions policy	Academy website
Class 6: Lists and registers		
Curriculum circulars and statutory instruments	Statutory Instruments (e.g. Regulations), departmental circulars and administrative memorandum sent to the Academy concerning the curriculum	Available upon request
Disclosure logs	Freedom of information disclosure log	Available upon request
Asset register	Fixed asset register	Available upon request
Any information the Academy is currently legally required to hold in publicly available registers	Register of members and other Companies House statutory requirements	Available at Registered Office
Class 7: The services we offer		
Extra-curricular activities	Details of extra curricular activities offered by the Academy e.g. music lessons	Academy website
Out of hours clubs	Details of out of academy clubs e.g. more@map	Academy website
Leaflets, books, newsletters	Newsletters and similar	Academy website

Marine Academy Plymouth

and other academy publications	leaflets and publications	
Community services and fee earning services	Community sports and activities programme	Academy website
	Marine Academy Nursery details (including fees)	Academy website