

Freedom of Information – Publication Scheme

A guide to information available from **DCAT** and St Paul's Church of England Academy under the model publication scheme * ICO/Judicium recommended – July 2018

Note: This template is intended to assist smaller academies (and in particular primary and nursery schools) in England, to meet their publication scheme obligations. Please refer to the accompanying document "How to complete the Guide to Information for Schools".

Information to be published. This includes datasets where applicable – please see "How to complete the Guide to Information".	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Academy Website DCAT website http://www.dcat.academy/	Nil
Who's who in the school	Academy Website	Nil
Who's who – DCAT Trustees and Members. Academies local governing bodies The basis of their appointment	http://www.dcat.academy/members-and-directors/ Academy Website	Nil
Articles of Association and Scheme of Delegation	DCAT website http://www.dcat.academy/statutory-publications/	Nil
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Academy Website	Nil
Academy prospectus	Academy Website	Nil
Annual Report	DCAT website http://www.dcat.academy/statutory-publications/	Nil
Academy Staffing structure DCAT Centre Staff	Academy Website http://www.dcat.academy/staff-page/	Nil
Academy session times and term dates	Academy Website	Nil
Address of academy and contact details, including email address. DCAT Head Office	Academy Website http://www.dcat.academy/contact/	Nil Nil

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <ul style="list-style-type: none"> • Previous financial year as a minimum • Current 	DCAT website http://www.dcat.academy/statutory-publications/ Contact academies and/or DCAT Centre direct Email: contact@DCAT.academy	Nil
Annual budget plan and financial statements	DCAT website http://www.dcat.academy/statutory-publications/ Contact academies and/or DCAT Centre directly	Nil
Capital funding	DCAT website http://www.dcat.academy/statutory-publications/	Nil
Financial audit reports	DCAT website http://www.dcat.academy/statutory-publications/	Nil
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available as FOI request Contact DCAT direct Email: contact@DCAT.academy	See DCAT FOI Policy for section on fees.
Procurement and contracts the academy has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact academies direct Contact DCAT direct Email: contact@dcat.academy	Nil
Pay policy	DCAT website http://www.dcat.academy/policies/	Nil
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.	DCAT website http://www.dcat.academy/statutory-publications/ Contact DCAT direct Email: contact@dcat.academy	Nil
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.	DCAT website http://www.dcat.academy/statutory-publications/ Contact DCAT direct Email: contact@dcat.academy	Nil
Trustees allowances that can be incurred or claimed, and a record of total payments made to individual Trustees	DCAT website http://www.dcat.academy/statutory-publications/ Contact DCAT direct Email: contact@dcat.academy	Nil

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	Academy website	Nil
Academy profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English Government or a direct link to the data • The latest Ofsted / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Academy website	Nil
Performance management policy and procedures adopted by the governing body.	DCAT website http://www.dcat.academy/policies/	Nil
Performance data or a direct link to it	Academy website	Nil
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Academy website	Nil
Safeguarding and child protection	Academy website	Nil
Admissions policy/decisions (not individual admission decisions) – where applicable	Academy website	Nil
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).	Academy website Contact academies direct. Contact DCAT direct Email: contact@dcat.academy	Nil
Class 4 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by English government. These will include policies and procedures for handling information requests.	DCAT website http://www.dcat.academy/policies/ Academy website	Nil Nil
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) 	DCAT website http://www.dcat.academy/policies/ Academy website	Nil

<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> <p>[Datasets for re-use refer to a collection of separate pieces of information held in an electronic form, that can be processed as a cohesive unit.]</p>	<p>DCAT website http://www.dcat.academy/policies/</p> <p>Academy website</p>	Nil
<p>Class 5 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> <p>This will only be available to authorities legally allowed under GDPR to have information on request. Eg: NHS</p>	<p>Contact academies direct.</p> <p>Contact DCAT direct Email: contact@dcat.academy</p>	Nil
Curriculum circulars and statutory instruments	<p>Academy website</p> <p>DCAT website http://www.dcat.academy/statutory-publications/</p>	Nil
Disclosure logs – ie: a record of FOI requests	<p>Please contact academies or DCAT directly. Email: contact@dcat.academy</p>	Nil
Asset register	<p>Please contact academies or DCAT directly. Email: contact@dcat.academy</p>	Nil
Any information the academy is currently legally required to hold in publicly available registers	<p>Academy website DCAT website http://www.dcat.academy/</p>	Nil
<p>Class 6 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Academy website DCAT website http://www.dcat.academy/</p>	Nil
Extra-curricular activities	Academy website	Nil
Out of school clubs	Academy website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Academy website	Nil
School publications, leaflets, books and newsletters	Academy website	Nil

SCHEDULE OF CHARGES

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
	Please refer to current DCAT FOI policy for section on Fees. Based on ICO recommendations.	
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 40p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority