FREEDOM OF

INFORMATION

PUBLICATION

SCHEME



Written : A. Owen ~~Sept 2022~~

 ~~Review sept 2023~~

 Review Sept 2024

Head of Centres – J. Littlehales, J. Chapman, E. Griffiths

Head of Committee – J.Jones

This is the Carmarthenshire Secondary Teaching and Learning Scheme (CSTLC) Publication Scheme

on information available under the Freedom of Information Act 2000

The Management Committee is responsible for maintenance of this scheme.

1. **Introduction:** what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the

rest of this document) is that public authorities, including all maintained schools and educational settings, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner’s

Office (ICO) would expect schools to provide, in order to meet their commitments under the

model publication scheme. It will be of most use to schools developing their own guide to

information. Alternative model guides to information for Nursery and Primary schools will be

available when released by the ICO. In the meantime it is recommended that such schools

adopt this approach but areas relevant only to Secondary schools are not included.

To do this we must produce a publication scheme, setting out:

* The classes of information which we publish or intend to publish;
* The manner in which the information will be published; and
* Whether the information is available free of charge or on payment.

The ICO would expect schools to make the information in this document available unless:

* we do not hold the information;
* the information is exempt under one of the FOI exemptions or Environmental
* Information Regulations (EIRs) exceptions, or its release is prohibited under
* another statute;
* the information is archived, out of date or otherwise inaccessible; or,
* it would be impractical or resource-intensive to prepare the material for routine
* release.

The scheme covers information already published and information which is to be published in

the future. All information in our publication scheme is available for you on our website to

download and print off.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the

Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below,

provide links to information which is available. If any of the information is not available online,

the scheme will explain how it can be accessed. We will continue to develop this scheme to

increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website.

However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

**2. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the

school by telephone, email, fax or letter. Contact details are set out below or you can visit our

website at www.cstlc.co.uk

Email: admin@cstlc.ysgolccc.cymru

Contact Addresses and telephone numbers:

**CSTLC (Burry Port) CSTLC (Pwll) CSTLC (Carmarthen)**

Stepney Road Pwll Road Llansteffan Road

Burry Port Pwll Johnstown

Llanelli Llanelli Carmarthen

SA16 0BE SA15 4AG SA31 3NQ

**01554 744273 01554 744249 01267 231171**

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme [and isn’t on our website],

you can still contact the school to ask if we have it.

**3. Paying for information**

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 a local

library or an Internet café.

Single copies of information covered by this publication are provided free unless stated

otherwise in section 4. If your request means that we have to do a lot of photocopying or

printing, or 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. Where there is

a charge this will be indicated by a £ sign in the description box.

**4. Classes of Information Currently Published**

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| Information to be Published | How the information can be obtained | Cost (£) |
| **Class 1** - Who we are and what we do(Organisational information, structures, locations andcontacts)This will be current information only | Website | Free |
| **Instrument of Government**The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. | Hard copy from the Centre | Free |
| **School prospectus**The statutory contents of the school prospectus, asfollows:- information about the implementation of the governing body’s policy on pupils withspecial educational needs (SEN).- a description of the policies relating todisabled pupils, including facilities toimprove access and the accessibility plan.Once the prospectus has been published and madeavailable to parents, access to it should be available toanyone.• Governing BodyThe names, and contact details of the governorsshould be available and the basis on which they havebeen appointed.• School session times and term datesDetails of school session times and dates of schoolterms and holidays.• Location and contact informationThe address, telephone number and website for the school together with the names of key personnel.**Class 2 –** What we spend and how we spend itFinancial information about projected and actual income and expenditure, procurement, contracts andfinancial audit.Current and previous two financial years as a minimum. | Website/hard copy from centreWebsiteWebsiteWebsiteHard copy from centre | FreeFreeFreeFreeFree |

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| --- | --- | --- |
| Information to be published | How the information can be obtained | Cost (£) |
| **Annual budget plan and financial****statements**Details of the Individual Schools Budget distributed by the Local Authority and the school’s annual income and expenditure returns.• **Capital funding**Details of the capital funding allocated to the schooltogether with information on related building projects and other capital projects.• **Additional Funding**Income generation schemes and other sources offunding. (Specialist secondary schools may haveadditional government funding and arrangements with private sector sponsors.) | Hard copy from centreHard copy from centreHard copy from centre | FreeFreeFree |
| * **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.**• Pay policy**The statement of the school’s policy and proceduresregarding teachers’ pay.• **Staffing and grading structure****• Governors’ allowances**Details of allowances and expenses that can beclaimed or incurred. | Hard copy from centreHard copy from centre | FreeFree |
| **Class 3** – What our priorities are and how we aredoingStrategies and plans, performance indicators, audits,inspections and reviews.Current information as a minimumBelow is a list of the type of information that we wouldexpect schools to have readily available forpublication. Any other reports or recorded informationshowing the school’s planned or actual performanceshould normally be included. | Website | Free |

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| Information to be published | How information can be obtained | Cost (£) |
| • **School profile**- Government-supplied performance data- Summary of latest Ofsted report\*- The required narrative sections covering areassuch as: successes during the year; areas ofimprovement; efforts to meet the individualneeds of every child; pupil’s health, safety andsupport; post-Ofsted action plan; and links withparents and the community(\* the full Ofsted report should also be available.)• **Performance management information**Performance management policy and proceduresadopted by the governing body.• **Schools future plans**Any major proposals for the future of the schoolinvolving, for example, consultation or a change in school status. | WebsiteHard copy from schoolHard copy from school | FreeFreeFree |
| **Every Child Matters / child protection**The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare ofchildren in compliance with any guidance issued by the Secretary of State. | Website | Free |
| **Class 4 –** How we make decisionsDecision-making processes and records of decisions.Current and previous three years as a minimum.**Admissions policy / decisions**The school’s admission arrangements andprocedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school. | Hard copy from schoolWebsite | FreeFree |

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| Information to be published | How information can be obtained | Cost (£) |
| **Minutes of meetings of the Management Committee** **and its sub-committees**Minutes, agendas and papers considered at suchmeetings should be published as soon aspracticable, with the exception of information that is properly considered to be private to the meeting. | Hard copy from school | Free |
| **Class 5 –** Our policies and proceduresCurrent written protocols, policies and proceduresfor delivering our services and responsibilities.Current information only.**• School policies**This will include school policies and procedurestogether with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure, staff conduct policy, discipline and grievance policies, pay policy, staffing structure implementation plan. It will also include policies and procedures for handling information requests.* **Pupil and Curriculum policies**

This will include such policies as home-schoolagreement, curriculum, sex education, specialeducational needs, accessibility, race equality,collective worship, careers education (Key Stage 4 pupils) and pupil discipline.**• Records management and personal data policies**This will include information security policies,records retention, destruction and archive policies, and data protection (including data sharing) policies.**• Equality and diversity**This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities. • **Policies and procedures for the recruitment of staff**If vacancies are advertised as part of recruitmentpolicies, details of current vacancies will be readilyavailable. | Website/Hard copy from schoolWebsite/Hard copy from schoolWebsite/Hard copy from school | FreeFreeFree |

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| Information to be published | How information can be obtained | Cost (£) |
| **• Charging regimes and policies**Details of any statutory charging regimes should beprovided. Charging policies should include chargesmade for information routinely published. Theyshould clearly state what costs are to be recovered,the basis on which they are made, and how they arecalculated. |  | Free |
| **Class 6** – Lists and registersCurrently maintained list and registers only.Hard copy from School**• Curriculum circulars and statutory instruments**Statutory Instruments (for example Regulations),departmental circulars and administrativememoranda sent to the Head Teacher/GoverningBody concerning the curriculum.**• Disclosure logs**If a school produces a disclosure log indicating theinformation provided in response to requests, itshould be readily available. Disclosure logs arerecommended as good practice.**• Asset register**We would expect some information from capitalasset registers to be available, if such registers areheld. | Hard copy from school | FreeFreeFreeFree |
| **Any information the school is currently legally required to hold in publicly****The services we offer**Information about the services the school providesincluding leaflets, guidance and newsletters.Current information only.Generally this is an extension of part of the firstclass of information and may also relate toinformation covered in other classes. Examples ofservices that could be included here are:• **Extra-curricular activities****• Out of school clubs****• School publications****• Services for which the school is entitled****to recover a fee, together with those fees****• Leaflets, booklets and newsletters.** | WebsiteWebsite | FreeFree |

Our website is at [**www.cstlc.co.uk**](http://www.cstlc.co.uk)

**7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to

make any comments about this publication scheme or if you require further assistance or wish

to make a complaint then initially this should be addressed to relevant Head of centre for CSTLC.

If you are not satisfied with the assistance that you get or if we have not been able to resolve

your complaint and you feel that a formal complaint needs to be made then this should be

addressed to the Information Commissioner’s Office. This is the organisation that ensures

compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.Website : [www.ico.gov.uk](http://www.ico.gov.uk)