



Plume School

Maldon's Community Academy

Freedom of Information Publication Scheme

Version	Version 1 Autumn 2024		
Date of last review:	March 2025	Review period:	2 years
Date of next review:	Spring 2027	Owner:	Richard Scott - DPO

1 INTRODUCTION

- 1.1 One of the aims of the Freedom of Information Act 2000 (“**FOIA**”) is to ensure that public authorities, including academy trusts, proactively make certain types of information available to the public as part of their normal business activities.
- 1.2 This scheme commits Plume School (the “Academy”) to:
 - 1.2.1 proactively publish / routinely make available information held by us falling within the “Classes” set out below (see Section 2 and Appendix 1) in line with this scheme;
 - 1.2.2 specify the information held and falls within the classes set out below;
 - 1.2.3 explain 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;
 - 1.2.4 review and update information on a regular basis the information we make available under this scheme;
 - 1.2.5 explain any fees to be charged for the provision of information;
 - 1.2.6 publish information held by us that has been requested (unless not appropriate to do so);
 - 1.2.7 publish information (where reasonably practicable) in an electronic form that is capable of being re-used; and
 - 1.2.8 make clear where any information is a relevant copyright work and we are the only owner.
- 1.3 This scheme is based on the model publication scheme prepared by the Information Commissioner.

2 CLASSES OF INFORMATION

- 2.1 Who we are and what we do
 - 2.1.1 Organisational information, locations and contacts, constitutional and legal governance.
- 2.2 What we spend and how we spent it
 - 2.2.1 Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing
 - 2.3.1 Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions

2.4.1 Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

2.5.1 Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

2.6.1 Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer

2.7.1 Advice and guidance, booklets and leaflets, transactions and media releases.

2.7.2 The classes of information will not generally include:

- (a) Information the disclosure of which is prevented by law, or exempt under FOIA, or is otherwise properly considered to be protected from disclosure.
- (b) Information in draft form.
- (c) 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

3.1 The Academy will clearly indicate to the public what information is covered by this scheme and how it may be obtained.

3.2 Where within our capabilities, information will be provided via our website, where it is impracticable to make information available in this way or when an individual does not wish to access the information in this way, we will indicate how information can be obtained by other means and provide it by those means.

3.3 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.

3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

3.5 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 FOR INFORMATION AVAILABLE UNDER THIS SCHEME

4.1 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 Academy for routinely published material will be justified and transparent and kept to a minimum.

- 4.2 Material that is published and accessed on a website will be provided free of charge.
- 4.3 Charges may be made for information subject to a charging regime specified by Parliament (please see Appendix 2).
- 4.4 Charges may be made for actual disbursements incurred, such as:
 - 4.4.1 Photocopying;
 - 4.4.2 Postage and packaging;
 - 4.4.3 The costs directly incurred as a result of viewing information.
- 4.5 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.
- 4.6 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

- 5.1 Information held by the Academy that is not published under this scheme may be requested in writing, when its provision will be considered in accordance with the provisions of the FOIA. Further information about how to make a request under the FOIA is available via our Freedom of Information Policy.

6 CONTACT INFORMATION

- 6.1 If you require a paper version of any information covered by this scheme, or want to ask whether information is available, please contact the Data Protection Officer by:
 - 6.1.1 Telephone: 01621 854681
 - 6.1.2 Email: R.Scott@Plume.Essex.sch.UK
 - 6.1.3 Letter: Plume School, Fambridge Road, Maldon, Essex, CM9 6AB
- 6.2 To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"
- 6.3 If the information you're looking for isn't available via the scheme (and isn't on our website), you may still contact the Academy to ask if we have it. Please see our Freedom of Information Policy for further details.

APPENDIX 1

GUIDE TO INFORMATION AVAILABLE FROM THE PLUME SCHOOL UNDER THE PUBLICATION SCHEME

Information to be published	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		
Staff and structure – names of key personnel	Website	No Charge
Instrument of government and articles of association	Website & Companies House	No Charge
Trustees – names and contact details of the Trustees and the basis of their appointment	Website/ financial Accounts	No charge
Information about and duties of the trustees	Website / Trustees Handbook	No charge
Gender pay gap reporting	Gov Gender Reporting website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	
Contact details of the Joint Heads of Academy	Website / by phone	No charge
School Prospectus and curriculum	Website	No charge

Academy Funding Agreement	By request to Director of Finance & Premises (DoF&P)	Reprographics and postage charges at point of distribution
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) Current and previous two financial year as a minimum		
Statutory Accounts	Companies House website – www.companieshouse.gov.uk	No charge
Annual budget plan and financial statements	Financial statements on the website, other budget plans by request	Reprographics and postage charges at point of distribution
Capital funding – details of capital funding allocated to the Trust along with information on related building projects and other capital projects	By request to DoF&P	Reprographics and postage charges at point of distribution
Additional funding – income generation schemes and other income sources	Financial statements on the website	No charge
Procurement and projects – details of procedures used for the tendering of commercial contracts and details of contracts that have gone through a formal tendering process.	By request to DoF&P	Reprographics and postage charges at point of distribution

Pay policy – a statement of the Academy's policy on procedures regarding teacher's pay.	Website (Pay Policy)	No charge
Staffing and grading structure	Human Resources Dept.	Reprographics and postage charges at point of distribution
Trustees's' allowances – details of allowances and expenses that may be claimed or incurred	Financial statements on the website	No charge
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		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website	No charge
Performance management policy and procedures adopted by the governing body.	Human Resources Department	Reprographics and postage charges at point of distribution
School's future plans – including any major proposals on safeguarding and promoting child welfare.	Joint Heads of Academy	Reprographics and postage charges at point of distribution
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Designated Safeguarding Lead	Reprographics and postage charges at

		point of distribution
Performance tables	Website	no charge
Data protection impact assessments	Data Protection Officer	Reprographics and postage charges at point of distribution
Other impact assessments	Joint heads of Academy	Reprographics and postage charges at point of distribution
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy – arrangements, procedures and the right of appeal (this does not include information about individual admissions decisions)	Website	No charge
Agendas of meetings of the Trustees and (if held) any sub-committees	Clerk to trustees	Reprographics and postage charges at point of distribution
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Clerk to trustees	Reprographics and postage charges at point of distribution
Class 5 – Our policies and procedures		

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	Website	No charge
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Equality • Collective worship • Careers education • Pupil discipline 	Website	No charge
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Website	No charge
<p>Equality and Diversity – Policies, schemes, statements, procedure and guidelines relating to equal opportunities.</p>	Website	No charge
<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>	Website (charging & remissions policy)	No charge

Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Joint Heads of Academy	Reprographics and postage charges at point of distribution
CCTV (details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf)	Safety officer	Inspection only
Disclosure logs	Joint Heads of Academy	Reprographics and postage charges at point of distribution
Asset register	DofF&P	No charge (electronic)
Any information the school is currently legally required to hold in publicly available registers (this does not include attendance registers)	Joint Heads of Academy	Reprographics and postage charges at point of distribution
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website	No charge
Out of school clubs	Website & Newsletters	No charge

School publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Charging & remissions Policy	Reprographics and postage charges at point of distribution
Leaflets books and newsletters	Joint Heads of Academy	Reprographics and postage charges at point of distribution
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Joint Heads of Academy	Reprographics and postage charges at point of distribution

APPENDIX 2

SCHEDULE OF CHARGES¹

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
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	3p per page
	Photocopying/printing @ 9p per sheet (colour)	8p per page
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	To be confirmed after request made and charges identified	At cost*

* the actual cost incurred by the academy