



Freedom of Information Publication Scheme

1. Legal Requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring all public authorities, including Beaumont School as an academy, to make information proactively available through a publication scheme.

2. What is a publication scheme?

This publication scheme commits Beaumont School (the “School”) to making information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the School.

This Scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School 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 School 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.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the Department for Education.

The Headteacher has overall responsibility for ensuring that this Publication Scheme is implemented and that the management process is maintained. A member of the school staff is responsible to the Headteacher for the day to day management of the Scheme and in doing so they will comply with Freedom of Information guidance issued by the Department for Education and the Information Commissioner’s Office.

3. Accessing information in the publication scheme and classes of Information

The information contained in this scheme is divided into broad classes that are easy to understand, allowing easier and quicker access to the required information as follows:



a) Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

b) What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

c) What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

d) How we make decisions

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

e) Our policies and procedures

Current written policies and procedures for delivering our functions and responsibilities.

f) Lists and Registers

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

g) 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. Examples of this include personal data which is governed by the Data Protection Act – individuals may continue to make a ‘subject access request’ under the Data Protection Act. No information relating to named individuals will be released.
- 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.
- Information that the Headteacher considers to be of a sensitive nature which may be withheld if the Headteacher considers that the need to protect such information outweighs the public interest in releasing it.



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

The School has indicated what information is covered by this scheme and how it can be obtained in Appendix 1. It is the School's policy that information will be supplied within 20 working days (excluding non-school days)¹ of a request. Where the 20th day to respond to a request is during a non-school day, the School will have up to 60 calendar days to respond.

The School will consider all requests for information covered by this scheme as set out in the process maps at Appendix 2.

Where it is within the capability of the School, information will be provided on the School's 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, on request the School will indicate how information can be accessed by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing it 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 school is legally obliged 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.

5. 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 School for 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 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

¹ School day is defined in section 579(1) of the Education Act 1996 and in relation to a school, means any day on which at that school there is a school session.



right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees set out in Appendix 3.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be required prior to the provision of the information.

6. Written requests

Information held by the School 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.

7. Contact details

To obtain an electronic or paper version of any of the documents within this scheme, or to ask whether information is available, please contact the School by telephone, email or letter.

Contact details are set out below.

Website: www.beaumont.herts.sch.uk

Email: admin@beaumont.herts.sch.uk

Telephone: 01727 854726

Contact Address: Beaumont School, Oakwood Drive, St. Albans, AL4 0XB

In order to process a request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST”.

8. Monitoring and review

The School will review this publication scheme every three years to assess its implementation and effectiveness.

9. Feedback and Complaints

Comments or further assistance or complaints about this publication scheme should initially be addressed to the Headteacher at the School. Any complaints about this publication scheme will be dealt with in accordance with the processes set out in the School's complaints policy.

If the outcome of the complaints policy upholds the school's original decision or action, then there is a right of appeal to the Information Commissioner. The appeal should be made in writing to:



The Case Reception Unit, Customer Service Team, Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

This scheme has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.



Appendix 1

Guide to the information available from Beaumont School under the publication scheme

a) Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard Copy or electronic copy on application*	School Website
Academy Funding Agreement		✓
School staff and structure – names of key personnel		✓
Governing body – names and contact details of the governors and the basis of their appointment		✓
School session times, term dates and holidays		✓
Location and contact information – address, telephone number and website		✓
Contact details for the Headteacher and the Governing Body		✓
School Prospectus	✓	
School Session times and term dates		✓
GCSE results – a link to the data on the Department for Education’s website		✓

b) What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard Copy or electronic copy on application*	School Website
Annual financial statements		✓
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	✓	
Additional funding – Income generation schemes and other sources of funding.	✓	
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.	✓	
Staffing and grading structure	✓	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	✓	



Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	✓	
---	---	--

c) What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	Hard Copy or electronic copy on application*	School Website
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 		✓ ✓
Performance management information	✓	
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	✓	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.		✓

d) How we make decisions (Decision making processes and records of decisions)	Hard Copy or electronic copy on application*	School Website
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.		✓
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	✓	

e) Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard Copy or electronic copy on application*	School Website
Current information only		
School policies including:		



<ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff code of conduct • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	<p>✓</p>	

<p>f) Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard Copy or electronic copy on application*</p>	<p>School Website</p>
<p>Curriculum circulars and statutory instruments</p>	<p>✓</p>	



Disclosure logs	✓	
Asset register	✓	
Any information the Academy is currently legally required to hold in publicly available registers	✓	

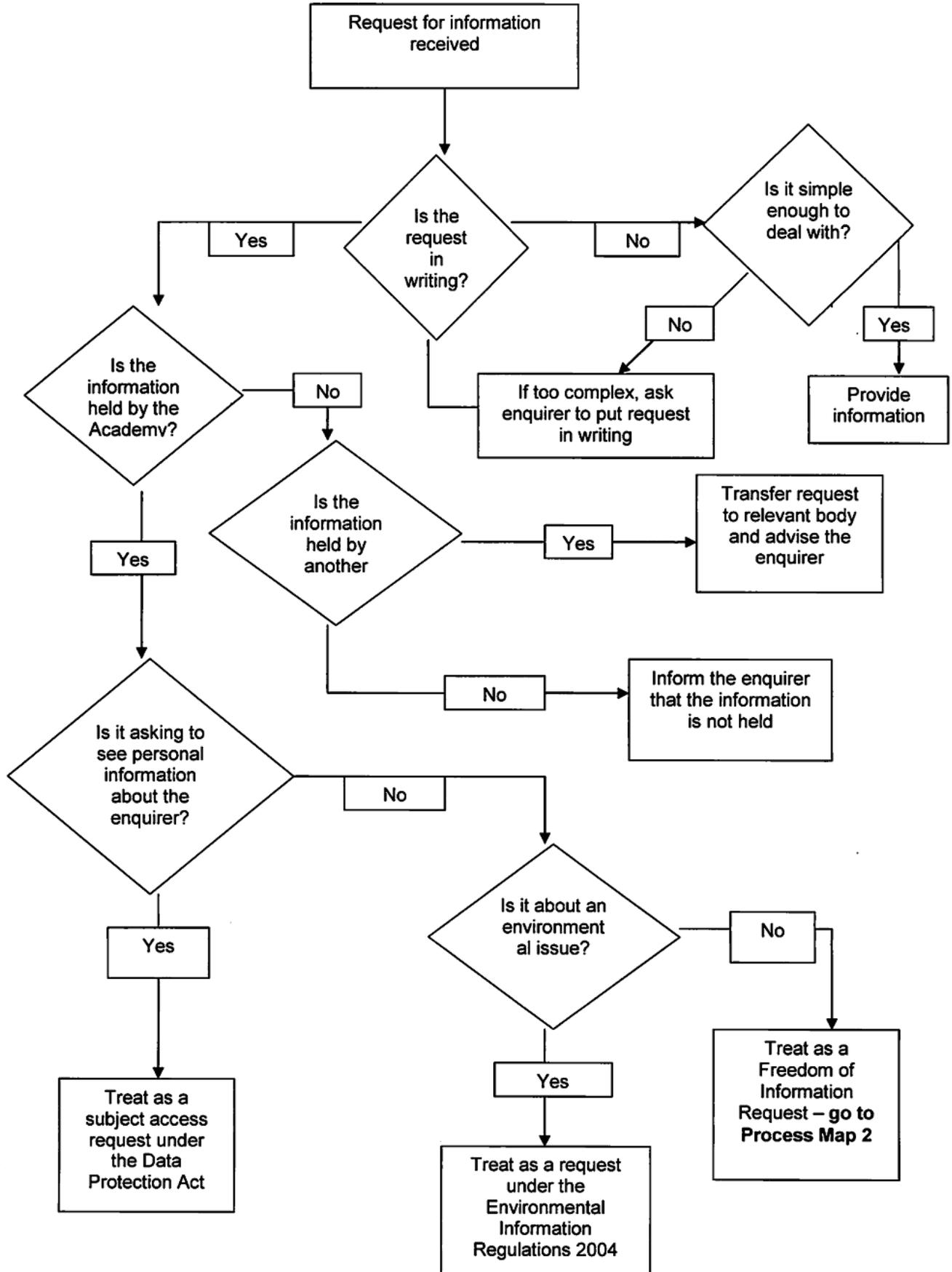
g) The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard Copy or electronic copy on application*	School Website
Extra-curricular activities		✓
Out of school clubs		✓
School publications		✓
Services for which the Academy is entitled to recover a fee, together with those fees		✓
Leaflets, booklets and newsletters		✓

* Hard copy or electronic copy on application available by contacting the School as set out in paragraph 7 of the Publication Scheme



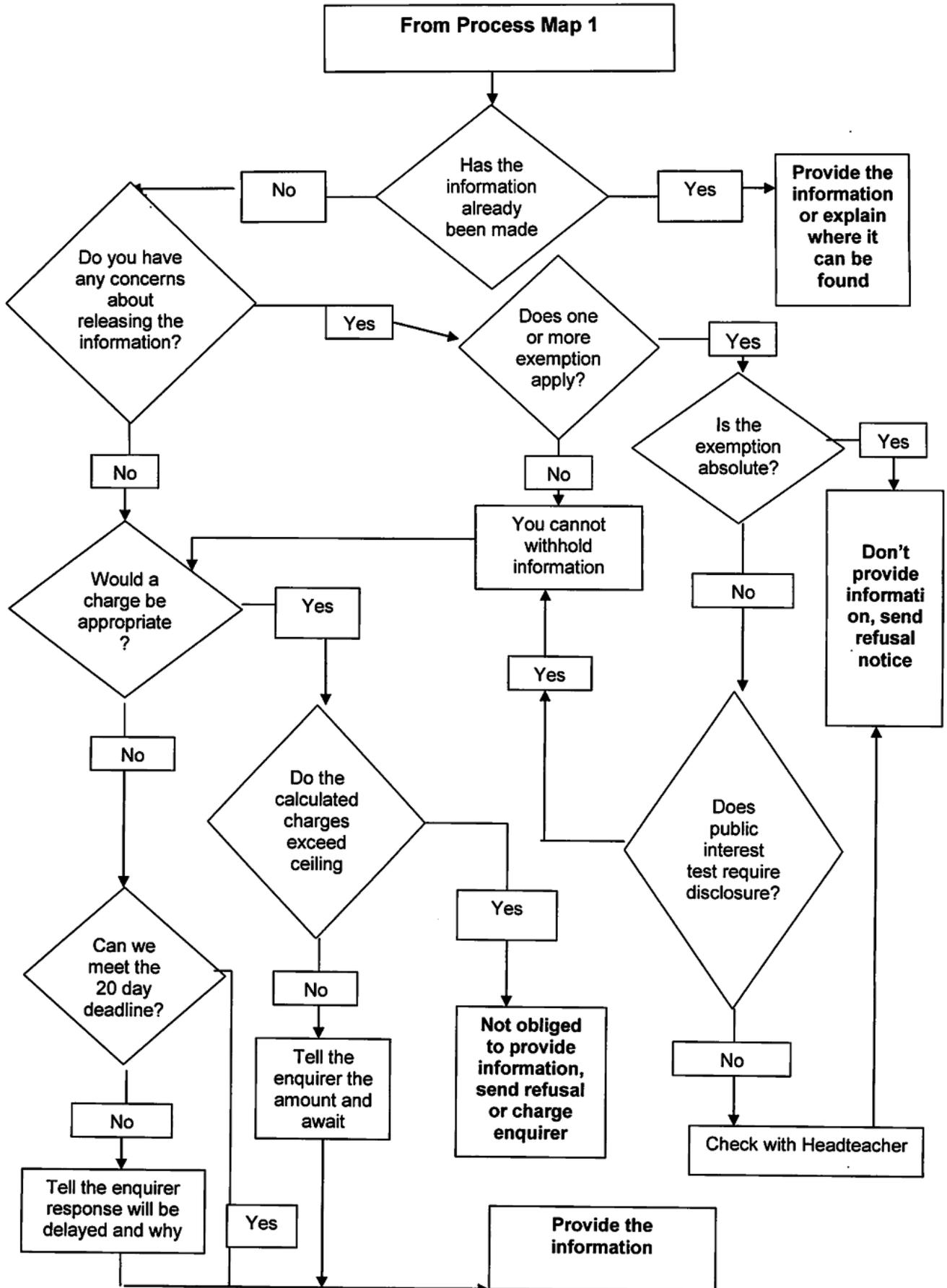
Appendix 2

PROCESS MAP 1 – PROCEDURES FOR DEALING WITH FOI REQUESTS





PROCESS MAP 2 – PROCEDURES FOR DEALING WITH FOIA REQUESTS





Appendix 3 - Charging

The Freedom of Information Act does not require charges to be made but the School has the discretion to charge applicants a fee in accordance with the Fee Regulations, available on the ico. website www.ico.org.uk., and as long as fees are justified, transparent and kept to a minimum.

Most of the information available through this Publication Scheme is free, but if there is a charge you will need to pay this before the School supplies the information.

If you are asking for information not available through the Scheme, many requests will be free because the School will be able to quickly find the information and email or post you copies, although the School may charge for the cost of sending the information to you (e.g. photocopying, printing and posting – see below). The School may also charge a hourly charge of £25 – up to the stated maximum below of £450 – for time spent collating and copying information.

If your request was made under the Freedom of Information Act 2000 and involves substantial preparation time that will cost more than £450 (staff time charged at £25 per person per hour, so a limit of 18 hours) the School does not have to supply the information – that is the ceiling referred to in Appendix 2.

Similarly if your request was made under the Environmental Regulations 2004 the School reserves the right to charge you a reasonable amount for supplying that information.

If you refuse to pay a charge, the School does not have to supply the information. When calculating the costs of requests the School can, at its discretion, aggregate the costs of two or more related requests if they are received within 60 working days from persons appearing to be acting in concert or as part of a campaign.

The School will notify you of the estimated fee before doing any work and will notify you if there is a significant difference between the estimate and the actual fee. If the costs of providing the information is likely to exceed the maximum amount allowable, the School will provide you with assistance as to how you may be able to reduce the cost of the request.

The School will require payment of any fee before compiling and supplying the information and if you do not pay the fee within 3 months then the School does not have to supply the information to you.

At the time that this Publication Scheme was adopted disbursements are based on the following rates but the School reserves the right to review these from time to time:

Photocopies or prints:

- A4 Black and White 50p per sheet
- A4 Colour £1 per sheet

Postage will be based on actual cost.

The School will not charge for providing the information in an alternative format if the Disability Discrimination Act applies to you if the information would otherwise be provided free.