

# **Bristol Cathedral Choir School**

## **Freedom of Information Act**

### **Publication Scheme**

#### **Aim of the publication scheme**

The publication scheme covers the Academy's commitment on the following points:

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

## **The Classes of Available Information**

- **Who we are and what we do.**

Organisational information, structures, locations and contacts.

- **What we spend and how we spend it.**

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

- **What our priorities are and how we are doing.**

Strategies and plans, audits, inspections and reviews.

- **How we make decisions.**

Decision making processes and records of decisions.

- **Our policies and procedures.**

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current only.

- **Lists and Registers.**

Information in currently maintained lists and registers only.

- **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. This includes information protected by the Data Protection Act.
- 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.

## **Requests for information**

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer , Neil Blundell Principal

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

## **Academy website**

The Academy's web site can be accessed at  
<http://www.bccs.bristol.sch.uk/>

## **Charges**

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage if information is requested in hard copy format.

## Freedom of Information

### Guide to information available from Bristol Cathedral Choir School under the publication scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>  This will be current information only	(hard copy and/ or website)
Academy Funding Agreement – a link to the document on the Department for Education’s website	<a href="http://www.education.gov.uk/schools/leadership/typesofschools/academies/fundingagreements/b00306/academy-funding-agreements/br">http://www.education.gov.uk/schools/leadership/typesofschools/academies/fundingagreements/b00306/academy-funding-agreements/br</a>
School staff and structure – names of key personnel	Contact details available on web site. Structure included in Pay policy
Governing body – names and contact details of the governors and the basis of their appointment	Governors can be contacted via the school. Names of Governors are listed in annual accounts available via Charity Commission
School session times, term dates and holidays	Available on website
Location and contact information – address, telephone number and website	Available on website
Contact details for the Principal and the Governing Body	Available on website

School Prospectus	Available on website
School Session times and term dates	Available on website
GCSE results – a link to the data on the Department for Education’s website	Available on website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Annual accounts available via Charity Commission website
Annual budget plan and financial statements	Available in hard copy upon request
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Available in hard copy upon request
Additional funding – Income generation schemes and other sources of funding.	Annual accounts available via Charity Commission website
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.	Available in hard copy upon request
Staffing and grading structure	Included in Pay policy via website
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Available on website
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	No Governors are paid allowances

Information to be published	How the information can be obtained
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>Available via website</p>
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	<p>Available via website or Ofsted web site</p>
<p>Performance management information</p>	<p>Included in Pay Policy – available via website</p>
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Available via website</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Available via website</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy and/ or website)</p>
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Available via website</p>
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>Copies available upon request</p>



Information to be published	How the information can be obtained
<p><b>Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy and/ or website)</p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	<p>Available via website</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> </ul>	<p>Available via website</p>

<ul style="list-style-type: none"> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	Available upon request
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Available via website
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of 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>	Available via website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p data-bbox="185 240 488 276"><b>Lists and Registers</b></p> <p data-bbox="185 325 813 360">Currently maintained lists and registers only</p>	<p data-bbox="1189 284 2013 360">(hard copy and/ or website; some information may only be available for inspection)</p>
<p data-bbox="185 456 842 491">Curriculum circulars and statutory instruments</p>	<p data-bbox="1189 456 1518 491">Available upon request</p>
<p data-bbox="185 499 409 534">Disclosure logs</p>	<p data-bbox="1189 499 1518 534">Available upon request</p>
<p data-bbox="185 542 389 577">Asset register</p>	<p data-bbox="1189 542 1518 577">Available upon request</p>
<p data-bbox="185 585 1167 662">Any information the Academy is currently legally required to hold in publicly available registers</p>	<p data-bbox="1189 585 1518 620">Available upon request</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy and/ or website; some information may only be available for inspection)</p>
Extra-curricular activities	Available via website or on request
Out of school clubs	Available via website or on request
School publications	Available via website or on request
Services for which the Academy is entitled to recover a fee, together with those fees	Available via website or on request
Leaflets, booklets and newsletters	Available via website or on request