



Freedom of Information Publication Scheme

PURPOSE

This publication scheme was developed to ensure all our academies are as transparent as possible when it comes to the publication of information. Most of the information listed below is published routinely on the academies' websites and in their individual prospectuses.

Date of last review:	September 2016	Author:	Governance Manager
Date of next review:	September 2019	Owner:	Director of Governance
Type of policy:	<input checked="" type="checkbox"/> Network-wide <input type="checkbox"/> Tailored by school	Approval:	Management team
School:	N/A	Key Contact Name:	Governance team
Key Contact Email:	governance.team@arkonline.org	Key Contact Phone:	020 311 6333

POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input checked="" type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Legal

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Introduction

Ark is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general rights of access to information, subject to legal exemption. The Act came into force for all Academies on 1 January 2011 and under the Act, any person has a legal right to ask for information held by Ark. They are entitled to be told whether Ark holds the information, and to receive a copy of the information, subject to certain exemptions.

This publication scheme was developed to ensure all our academies are as transparent as possible when it comes to the publication of information. Most of the information listed below is published routinely on the academies' websites and in their individual prospectuses.

Aims of the Scheme

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Ark and falls within the classification below.
- To specify the information that is held by the Ark 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 easily be identified and accessed by members of the public.
- To review and update on a regular basis the information the Ark makes available under this scheme.
- To produce a schedule of fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The publication scheme and the material it covers will be readily available in hard copy from Ark. It is also available on the Ark and relevant Academy websites. This scheme conforms to the model scheme for Academies approved by the Information Commissioner's Office.

Dealing with Requests

All requests will be responded to in accordance with the Ark Freedom of Information Procedure.

Exemptions

Certain information is subject to either absolute or qualified exemptions. When we wish to apply a qualified exemption to a request we will invoke public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information.

Ark will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

Public Interest Test

Unless it is in the public interest to withhold information, **it has to be released**. Ark will apply the Public Interest Test before any qualified exemptions are applied.

Classes of Information available

- **Who we are and what we do** – Organisational information, prospectus, locations and contacts, constitutional and legal governance, instrument of government
- **What we spend and how we spend it** – Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts. (current and previous two years as a minimum)
- **What our priorities are & how we are doing it** – Strategies and plans, performance indicators, audits, inspections and
- **How we make decisions** – Decision making processes and records of decisions, internal criteria and procedures
- **Our policies and procedures** – Current written protocols, policies and procedures for delivering our services and responsibilities.
- **Lists and Registers** – Information held in currently maintained lists, required by law and other lists and registers relating to the function of Ark.
- **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.
- 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.

Method by which information under the scheme is made available

Ark will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of Ark, information will be provided on our website.

Where it is impracticable to make information available on our website or when an individual does not wish to access the information by this method, Ark will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided and 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 Ark is legally required 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.

Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Information published on our websites is free, although you may incur costs from your internet service provider. Charges made by Ark for routinely published material will be justified and transparent and kept to a minimum.

Charges may be made for actual disbursements such as large amounts of photocopying/printing or large postage charges. This also applies to priced items such as some printed publications or videos. We will let you know the cost before the information is provided. We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450.

Schedule of charges

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying/Printing @ 10p per sheet	Actual cost 10p
	Photocopying/Printing @ 50p per sheet	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2 nd class
<i>See our Charging Policy for more details</i>		

- Where the cost of postage, printing or photocopying is below **£10.00**, we will not make a charge.
- Where it is over £10.00, the first £10.00 will be free of charge, after that we will charge the full estimated cost of postage and copying.
- Before we produce the information, we shall inform you of the total cost. You may wish to refine the request in order to reduce the cost and we would be happy to discuss this with you.

Written Requests

Information held by Ark 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. The Act provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Contact Details

If you require a paper version of any information, or want to ask whether information is available, contact Ark using the details set out below. You can also visit our website www.arkschoolsonline.org.

Email: foi@arkonline.org

Address: Freedom of Information Co-ordinator
Ark 65 Kingsway London WC2B 6TD

To help us process requests quickly, any correspondence should be clearly marked **‘Publication Scheme Request’**.

Monitoring, Evaluation and Review

Ark will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Ark.

TABLE 1**GUIDE TO INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Charge
Class 1: Who we are and what we do Organisational Information, structure, locations and contacts Current information only		
Who's who in Ark	Ark website	No charge
Governing body – names and contact details of the governors and the basis of their appointment	Individual Academy websites	No charge
Instrument of Government –Funding Agreements	DfE website	No charge
Ark staffing structure – names of key personnel	Individual Academy Websites	No charge
School Session times, term dates and holidays	Individual Academy Websites	No charge
Location & Contact information – address, telephone numbers & website	Individual Academy Websites	No charge
Contact details for the Principal and the Governing Body	Individual Academy Websites	No charge
School Prospectus	Individual Academy Websites	No charge

Information to be published	How the information can be obtained	Charge
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 (Minimum of current and the previous two years financial year)		
Annual Budget plan and financial statements	Hard copy	No charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	No charge
Additional Funding – Income generation schemes and other sources of funding	Hard copy	No charge
Procurement and contracts	Hard copy	No charge
Statutory Accounts	Ark website Companies House website	No charge
Pay Policy – statement on Ark policy on procedures	Hard copy	Schedule of charges
Staff grading and structure	Hard copy	Schedule of charges
Governors’ allowances –details if allowances/expenses that can be claimed/incurred	Hard copy	Schedule of charges

Information to be published	How the information can be obtained	Charge
Class 3: What our priorities are and how we are doing it Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School Profile -Government supplied data -Latest OFSTED report – summary and full report -Examination results	Hard copy Ofsted website Hard copy	Schedule of charges No charge No charge
Performance Management policy and procedures	Hard copy	Schedule of charges
Ark future plans	Ark Website Individual Academy websites	No charge
Safeguarding policies and procedures	Hard copy	Schedule of charges
Class 4: How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy and decisions (not individual decisions)	Individual Academy websites	No charge
Governing Board meeting agendas and minutes – (this will exclude information that is properly regarded as private to the meeting)	Hard copy Individual Academy websites	Schedule of charges No charge

Information to be published	How the information can be obtained	Charge
Class 5: Our policies and procedures Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Ark policies including: Charging and remission policy Health & Safety and risk assessment Complaints procedure Staff Conduct Policy Discipline & grievance policies Pay policy Staffing structure implementation plan Equal Opportunities policies – including equality & diversities Staff Recruitment policies Recruitment & Selection policy Child Protection Policy	Hard copy Individual Academy websites	No charge
Pupil and curriculum policies including: Home School Agreement Curriculum Policy Sex Education Policy Special Needs Educational Policy Accessibility Policy	Hard copy Individual Academy websites	No charge

Information to be published	How the information can be obtained	Charge
Class 5: Our policies and procedures Current written protocols, policies and procedures for delivery our services and responsibilities Current information as a minimum		
Pupil and curriculum policies including: (cont'd) Race Equality Policy Collective Worship Policy Career Education Policy Pupil Discipline Policy	Hard copy Individual Academy websites	No charge
Records Management and Personal Data Policies: Information security policies Records retention policies Destruction and archive policies Data protection policies	Hard copy	No charge
Charging Regimes and policies: includes details of any statutory charging regimes – charges made for information routinely published. Clearly stating what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard copy	No charge

Information to be published	How the information can be obtained	Charge
Class 6: Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure Logs	Individual Academy websites	Schedule of charges
Asset Register	Individual Academy websites	Schedule of charges
Any information Ark are currently legally required to hold in publicly available registers	Hard copy	Schedule of charges
Class 7: The services we offer Information about the services we offer, including leaflets, guidance & newsletters Currently information only		
Extra-curricular activities Out of School Clubs	Individual Academy websites	No charge
School publications	Individual Academy websites	No charge
Services for which the Academy is entitled to recover a fee, together with those fees	Individual Academy websites	No charge
Leaflets, booklets and newsletters	Individual Academy websites	No charge

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint this should be addressed to:

Freedom of Information Co-ordinator
Ark
65 Kingsway
London
WC2B 6TD
foi@arkonline.org

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:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Web: ico.org.uk