



## South Bank Academies

### Freedom of Information Publication Scheme

#### 1.0 Introduction

This publication scheme commits South Bank Academies to make information from the trust and from its academies available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner's Office (ICO).

The scheme commits South Bank Academies:

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

#### 2.0 Classes of Information

##### **Who we are and what we do**

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

##### **What we spend and how we spend it**

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

### **What our priorities are and how we are doing**

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

### **How we make decisions**

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

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers**

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

### **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.

## **3.0 Provision of information under this scheme**

The trust 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 the trust, information will be provided on each academy'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, the trust 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. 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 trust 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.

## 4.0 Charges for information published under the 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 trust 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 information subject to a charging regime specified by Parliament.

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
- justified and
- in accordance with a published schedule or schedules of fees which is readily available to the public.

If the 'cost of compliance' is:

- Under the £450 limit, the trust will only recover communication costs from the requester, such as the money spent on photocopying, printing or postage
- Over the £450 limit, the trust will recover full costs, including the cost of compliance, communication and staff time.

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

## 5.0 Written Requests

Information held by the Trust 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.

## 6.0 Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the Trust directly by telephone, email or letter. Contact details are set out below, or you can visit the Trust's website ([www.southbankacademies.co.uk](http://www.southbankacademies.co.uk))

Telephone	020 7815 8181
Email	<a href="mailto:admin@sbatrust.co.uk">admin@sbatrust.co.uk</a>
Address	South Bank Academies

103 Borough Road  
London, SE1 0AA

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

## 7.0 Monitoring, evaluation and review

The Trust Board will review this Scheme at least every four years and assess its implementation and effectiveness.

Appendix 1: Guide to information available from the Trust and its academies under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts)		
Academy Funding Agreement	Trust website	No charge
Academy Order (if applicable)	Trust website	No charge
School staff and structure – names of key personnel	Each academy’s website	No charge
Governing board – names and contact details of the governors and the basis of their appointment	Each academy’s website	No charge
School session times, term dates and holidays	Each academy’s website	No charge
Location and contact information – address, telephone number and website	Each academy’s website	No charge
Contact details for the Principal and the Governing Body	Each academy’s website	No charge
School Prospectus	Each academy’s website	No charge
Key Stage results	Each academy’s website	No charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy	Schedule of Charges
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	Schedule of Charges
Additional funding – Income generation schemes and other sources of funding.	Hard copy	Schedule of Charges
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.	Hard copy	Schedule of Charges
Staffing and grading structure	Each academy’s website	No charge
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Each academy’s website	No charge

Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Trust website	No charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> </ul>	Each academy's website	No charge
Performance management information	Hard copy	Schedule of Charges
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy	Schedule of Charges
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Each academy's website	No charge
How we make decisions (Decision making processes and records of decisions)		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Each academy's website	No charge
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard copy	Schedule of Charges
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including: <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> </ul>	Each academy's website	No charge

<ul style="list-style-type: none"> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Each academy’s website	No charge
Records management and personal data policies <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>	Each academy’s website	No charge
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Each academy’s website	No charge
Charging regimes and policies 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.	Each academy’s website	No charge
Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy	Schedule of Charges
Disclosure logs	Hard copy	Schedule of Charges

Asset register	Hard copy	Schedule of Charges
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	Schedule of Charges
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Each academy's website	No charge
Out of school clubs	Each academy's website	No charge
School publications	Each academy's website	No charge
Services for which the Academy is entitled to recover a fee, together with those fees	Each academy's website	No charge
Leaflets, booklets and newsletters	Each academy's website	No charge

## Appendix 2: Schedule of Charges

This describes how the charges will be applied

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing @ 50p per side A4 (B&W) (additional for A3)	Actual cost incurred by Trust
	Photocopying/printing @ 80p per side A4 (colour) (additional for A3)	Actual cost incurred by Trust
	Postage	Actual cost incurred by Trust
Statutory fee	Any statutory fees applied	In accordance with relevant legislation
Prescribed costs (staff time)	Determining whether information is held Locating the information Retrieving and extracting the information	£25 per hour per staff member

The Trust will not charge for providing information in an alternative format if the Disability Discrimination Act (DDA) covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of original publication.