LAWRENCE SHERIFF
SCHOOL
RUGBY
A Teaching School Hub

Publication Scheme

Review date	Summer 2025
Review period	Annual by SLT
Next Review date	Summer 2026
Reviewed by	Nicky Dandy/Teresa Mpofu
Approving committee	SLT
Policy type	Legislative
Other related policies	Data Protection Policy/GDPR

Introduction

The School will comply with the terms of the Freedom of Information Act 2000, and any subsequent relevant legislation, to ensure that all information held by the School is treated in a manner that is fair and lawful. Information and guidance is displayed on the Information Commissioner's website www.informationcommissioner.gov.uk . This policy should be used in conjunction with the School's Data Protection Policy.

Publication Scheme

The School will comply with a model publication scheme, as recommended by the DfE and Information Commissioner.

This publication scheme commits Lawrence Sheriff School to make information 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 school. The 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 authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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 authority.

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.

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 authority 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

Type of charge	Description	Cost
Photocopying	Black and white	2p per sheet
Photocopying	Colour	6p per sheet
Postage	Royal Mail tracked delivery	Actual cost incurred and will vary per request

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written requests

Information held by a public authority 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 Scheme

To easily find information on the website please use the search option found along the top of the Home page.

1. Who we are and what we do

Memorandum and Articles of Association	Website
School prospectus	Website
List and status of Trustees	Website
School session times and term dates	Website
Location and contact information	Website/Website

2. What we spend and how we spend it

Funding Agreement	Website
Annual Report and Accounts	Website
Budget forecast	Contact the school
Capital funding	Contact the school
Additional funding	Contact the school
Staffing and grading structure	Contact the school
Trustees' expenses	Contact the school

3. What our priorities are and how we are doing

Government supplied performance data	Website
Latest Ofsted reports	Website
Trust Strategy and Improvement Plan	Contact the school

4. How we make decisions

Agendas of Trust Board meetings (and sub-committees)	Contact Governance Professional

Minutes of Trust Board meetings (and subcommittees) – excluding information regarded as private	Contact Governance Professional

5. Our Policies and Procedures

Acceptable IT & Internet Use policy (incl. mobile phones & social media) Accessibility Policy Admissions Policy Anti-Bullying (Students) Policy Attendance and Punctuality Policy Behaviour Policy Charging and Remissions Policy Child Protection and Safeguarding Policy Communications Policy (parents) Communications Policy (staff) Complaints Policy (for use by Parents and Carers of current pupils) Complaints Policy for External Complaints Curriculum Policy Data Protection Policy/GDPR Equality Duties Policy 2024 Equalities Information Equality Duties Policy Equality Duties Policy School Objectives Health and Safety Policy (part 1 and 2) First Aid Policy Online Safety Policy Medical Policy Privacy notice parent Privacy notice pupils Privacy notice Teaching School Hub Privacy Notice - Visitors Relationships & Sex Education Policy Searching Students and Restraint by Staff Policy SEN Policy SEN-D Information Report Suspension and Permanent Exclusion Policy Whistle Blowing Policy	Website
Alcohol and Drug Declaration Form Anti-harassment and Bullying Policy (Staff) Appraisal Policy for Support Staff Appraising and Managing Teacher Performance Policy BTEC Policies (reviewed annually by M Hickling) Capability Policy	Contact the school

Careers Education Information Advice and Guidance Policy (to include provider access) CCTV Policy Children Looked After (CLA)and Children Previously Looked After (CPLA) Policy Code of Conduct (Employees) Computers Acceptable ICT Use Conflicts of Interest Policy Continuing Professional Development (and flow chart) Disciplinary Policy (All Staff) Dismissal Appeal Hearings (Staff) Procedure Duke of Edinburgh Procedures Early Career Teacher (ECT) Induction Policy ECT Manager Privacy Policies - ECTs and School Users Educational Offsite Visits Policy (management of learning outside the classroom) Emergency Action Business Continuity Plan Equality Duties Policy (+ School Objectives and Information) Examinations Policy (and a suite of related Exams policies) Feedback Policy Finance Policy and Procedures Flexible Working Policy Grievance Policy (Staff) Investment Policy Laptop User Agreement Leave of Absence Policy (Staff) Literacy Policy Literacy strategy Management of Learning Outside the Classroom Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy Medical Policy Pay Policy Policy Review Process Privacy Notice - Applicants Privacy Notice - Trustees Privacy Notice - Staff Probationary Policy Pupil Premium Policy Recruitment and Selection Policy Risk Management Policy Safe Driving Policy Searching Students and Restraint by Staff Policy Sickness Absence Policy Trust Board Code of Conduct	

6. Lists and registers

Disclosure logs	Contact the school
Asset Register	Contact the school

7. The services we offer and general information

Enrichment activities	Website
Trips and activities	Contact the school
School Calendar	Website
The Weekly Word (communication newsletter for school community)	Website for recent editions otherwise contact the school
Careers Newsletters	Contact the school
Options process	Contact the school

How to apply

If you would like a copy of any publication listed in this Scheme please use the following email contacts:

Governance Professional: governanceprofessional@lawrencesheriffschool.com
Contact the school: lss@lawrencesheriffschool.com

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