



# Publications Scheme

January 2026

## 1. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits Greenfields Community School to:

- Proactively/routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Trust that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the Re-use of Public Sector Information Regulations (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

## 2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

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. Making Information Available

Information will be provided on a 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 school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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 an authority 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. Charging**

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B.

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.

#### **5. 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.

## 6. The Scheme

<p><b>Class 1 – Who we are and what we do</b> For example: Organisational information, staffing structures, locations and contacts. This will be current information only.</p>	<p>Hard Copy Website Both</p>	
<p><b>Information to be published</b></p>	<p><b>How to get a copy</b></p>	<p><b>Cost</b></p>
<p>Who is who in the Trust</p>	<p>Website</p>	<p>Free</p>
<p>Who is who on the Board of Directors</p>	<p>Website</p>	<p>Free</p>
<p>Governance arrangements (what they do)</p>	<p>Website</p>	<p>Free</p>
<p>Contact details for the CEO (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website (contact us)</p>	<p>Free</p>

<p><b>Class 2 – What we spend and how we spend it</b> For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum</p>	<p>Hard Copy Website Both</p>	
<p><b>Information to be published</b></p>	<p><b>How to get a copy</b></p>	<p><b>Cost</b></p>
<p>Annual budget plan and financial statements</p>	<p>Hard copy</p>	<p>1p per page (bandw) 2p per page (colour)</p>
<p>Capitalised funding</p>	<p>Hard copy</p>	<p>1p per page (bandw) 2p per page (colour)</p>
<p>Additional funding e.g Pupil Premium</p>	<p>Hard copy</p>	<p>1p per page (bandw) 2p per page (colour)</p>
<p>Pay Policy</p>	<p>Hard copy</p>	<p>1p per page (Bandw) 2p per page (colour)</p>

<b>Class 3 – What our priorities are and how we are doing.</b> For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	Hard Copy Website School websites	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
<i>School profiles (for member schools only):</i>	Hard copy from schools	1p per page (bandw) 2p per page (colour)
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report: <ul style="list-style-type: none"> <li>– Summary</li> <li>– Full report</li> </ul> </li> </ul>	School Websites	Free
Performance management policy and procedures adopted by the Governing Body	Hard copy	1p per page (bandw) 2p per page (colour)
School Improvement Plan	Hard copy	1p per page (bandw) 2p per page (colour)

<b>Class 4 – How we make decisions.</b> For example: Decision making processes and records of decisions. Current and previous three years as a minimum	Hard Copy Website Both	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the Governing Body and sub-committees	Hard copy	1p per page (bandw) 2p per page (colour)
Minutes of meetings excluding information that is properly regarded as private to the meetings	Hard copy	1p per page (bandw) 2p per page (colour)

<b>Class 5 – Our policies and procedures.</b> For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Hard Copy Website Both	
<b>Information to be published</b>	<b>How to get a copy</b>	<b>Cost</b>

<p><i>School Policies including:</i></p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Complaints Procedure</li> <li>• Staff Conduct</li> <li>• Discipline And Grievance</li> <li>• Information Request</li> <li>• Equality And Diversity (including equal opportunities)</li> </ul>	<p>Website Hard copy</p>	<p>Free</p>
<p><i>Pupil and Curriculum Policies, including:</i></p> <ul style="list-style-type: none"> <li>• Home-School Agreement</li> <li>• Curriculum</li> <li>• Sex Education</li> <li>• Special Educational Needs</li> <li>• Race Equality</li> <li>• Collective Worship</li> <li>• Pupil Discipline</li> </ul>	<p>Website Hard copy</p>	<p>Free</p>
<p><i>Records management and personal data policies, including:</i></p> <ul style="list-style-type: none"> <li>• FOI/Mobile Computing /Acceptable Use/Data Protection</li> <li>• Records retention destruction and archive</li> </ul>	<p>Website Hard copy</p>	<p>Free  1p per page (bandw) 2p per page (colour)</p>
<p><b>Class 6 – Lista and Registers.</b> For example: Currently maintained lists and registers only</p>	<p>Hard Copy Website Both Some information may only be available by inspection</p>	
<p><b>Class 7 – The services we offer. For example: Information about the services we offer, including leaflets, guidance and newsletters. Current information only</b></p>	<p>Hard Copy Website Both Some information may only be available by inspection</p>	
<p><b>Information to be published</b></p>	<p>How to get a copy</p>	<p><b>Cost</b></p>
<p>Extra-Curricular Activities</p>	<p>Website/Newsletter/Letters To Parents</p>	<p>Free</p>
<p>Leaflets books and newsletters</p>	<p>Website/Email</p>	<p>Free</p>

## 8. Schedule of Charges

This displays how the charges have been agreed and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing @ 1p per sheet (black and white)	Actual cost @ 1p per sheet (black and white)
	Photocopying/printing @ 2p per sheet (colour)	Actual cost @ 2p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class