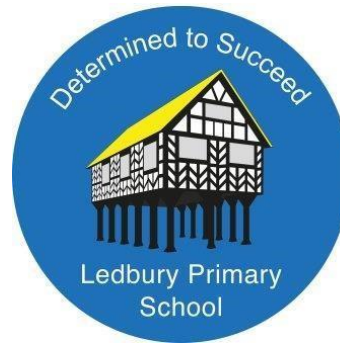




PUBLICATION SCHEME

1. Introduction: What is a publication scheme

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including all maintained schools and academies) to adopt a publication scheme that has been approved by the Information Commissioner.

There is currently one approved model publication scheme, which has been produced by the Information Commissioner's Office (ICO).

Schools must adopt the ICO's model scheme and make it publicly available.

Please follow this link to the scheme. <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

2. Published Guide to Information

Last reviewed 1 September 2024

Class 1 – Who we are and what we do For example: Organisational information, staffing structures, locations and contacts. This will be current information only.	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
Who's who in the school	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Instrument of Government	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible)	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Staffing structure	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page

School session times and term dates	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Address of school & contact details, including email address	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Class 2 – What we spend and how we spend it For example: Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
Annual budget plan	Hard Copy: available on request – contact school	5p per page
Financial audit reports	Hard Copy: available on request – contact school	5p per page
Financial statements	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Pay policy	Hard Copy: available on request – contact school	5p per page

Staff allowances and expenses	Hard Copy: available on request – contact school	5p per page
Staff pay and grading structures	Hard Copy: available on request – contact school	5p per page
Governors' allowances that can be incurred or claimed	Hard Copy: available on request – contact school	5p per page

Class 3 – What our priorities are and how we are doing For example: Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
• Performance data supplied to the government	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
• The latest Ofsted report	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page

Performance management information – performance management policy and procedures adopted by the governing body.	Hard Copy: available on request – contact school	5p per page
Schools future plans/School Improvement Plan	Hard Copy: available on request – contact school	5p per page
Safeguarding and child protection policy	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page

Class 4 – How we make decisions For example: Decision making processes and records of decisions. Current and previous three years as a minimum	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
Admissions policy/decisions – arrangements and procedures (not individual admission decisions)	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Agendas and minutes of meetings of the governing body and its committees – excluding information that is properly considered to be private to the meetings.	Hard Copy: available on request – contact school	5p per page

Class 5 – Our policies and procedures For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	• Hard Copy • Website • Both	
Information to be published	How to get a copy	Cost
School policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Information request handling policy • Equality and diversity (including equal opportunities) policies	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies □ Data protection (including data sharing policies)	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page

Class 6 – Lists and Registers For example: Currently maintained lists and registers only	• Hard Copy • Website • Both • Some information may only be available by inspection	
Information to be published	How to get a copy	Cost
Curriculum circulars and statutory instruments	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Disclosure logs	Inspection only – contact school	Free
Asset register/Inventory	Inspection only – contact school	Free
Any other information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

Class 7 – The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	• Hard Copy • Website • Both • Some information may only be available by inspection	
Information to be published	How to get a copy	Cost
Extra-curricular activities	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Out of school clubs	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
School publications	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Any other services for which the school is entitled to recover a fee, together with those fees	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page
Leaflets and newsletters	Website: www.ledbury.hereford.sch.uk Hard Copy: available on request – contact school	Free 5p per page

7. Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing @ pence per sheet (black & white)	Actual cost @ 5 pence per sheet (black & white)
	Photocopying/printing @ pence per sheet (colour) – Not available	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class *
Other e.g Statutory Fees	In accordance with the relevant legislation	Not applicable

* The actual cost incurred by the school