



BRANSTON COMMUNITY ACADEMY

FREEDOM OF INFORMATION PUBLICATION SCHEME 2024-25

Background

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they hold and will make public.

Our Academy is committed to complying with and implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to any person to be able to access information held by the Academy, subject to exemptions and conditions laid down by law.

All public authorities, including schools, are required under the Freedom of Information Act to adopt a model publication scheme that the Information Commissioner's Office (ICO) has approved. [model-publication-scheme.pdf](#)

We are also required to produce a school-specific guide to the information we hold to be read in conjunction with this model publication scheme.

This document sets out:

- The classes of information which we publish or intend to publish
- Whether the information is available free of charge or on payment

Our obligations cover information already published and information which is to be published in the future. If the information is not available for you on our website to download and print, then hard copies can be made available through the contact details set out below.

Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools and academies approved by the Information Commissioner's Office.

Categories of information published

The publication scheme identifies categories of information which are separated into groups, known as classes.

Information to be published	How you can obtain the information	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us – including structures, contacts, governance information and term dates</p>	<p>Branston Community Academy - Branston Community Academy Website About Us - Branston Community Academy Governance - Branston Community Academy Contact Us - Branston Community Academy Term Dates - Branston Community Academy</p> <p>Hard copy available on request</p>	<p>Free to access via website</p> <p>5p per page (hard copy)</p>
<p>Class 2 – What we spend and how we spend it</p> <p>This includes our Annual Report and Financial Statements and details of our Pupil Premium income and expenditure</p>	<p>Governance - Branston Community Academy Pupil Premium - Branston Community Academy</p> <p>Hard copy available on request</p>	<p>Free to access via website</p> <p>5p per page (hard copy)</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>This includes our Mission Statement and Values, Ofsted Reports, Performance Data and Examination Results</p>	<p>Vision and Mission Statement - Branston Community Academy Branston Community Academy - Compare school and college performance data in England - GOV.UK Ofsted Reports - Branston Community Academy Examination Data - Branston Community Academy Quality in Careers - Branston Community Academy Curriculum - Branston Community Academy Applications - Branston Community Academy</p> <p>Hard copy available on request</p>	<p>Free to access via website</p> <p>5p per page (hard copy)</p>

<p>Class 4 – How we make decisions</p> <p>This includes our Admissions Policy and other policies which explain how we make decisions</p>	<p>Policies - Branston Community Academy Applications - Branston Community Academy</p> <p>Hard copy available on request</p>	<p>Free to access via website</p> <p>5p per page (hard copy)</p>
<p>Class 5 – Our policies and procedures</p> <p>This includes Policies, SEND and Safeguarding information and general information useful to parents</p>	<p>Policies - Branston Community Academy Safeguarding - Branston Community Academy SEND - Branston Community Academy For Our Parents - Branston Community Academy</p> <p>Hard copy available on request</p>	<p>Free to access via website</p> <p>5p per page (hard copy)</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers (this does not include the Attendance Register)</p>	<p>Hard copy available on request</p>	<p>5p per page (hard copy)</p>
<p>Class 7 – The services we offer</p> <p>This includes school publications and newsletters, information about extra curricular activities and information about getting paper copies of information</p>	<p>News And Events - Branston Community Academy For Our Students - Branston Community Academy Paper Copies - Branston Community Academy</p> <p>Hard copy available on request</p>	<p>Free to access via website</p> <p>5p per page (hard copy)</p>

SCHEDULE OF CHARGES

Single copies of information on the website will normally be free

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees and other charges	If these apply we will provide details	In accordance with the relevant legislation (we will quote the actual statute)

If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, email or letter.

For contact details visit our website or email enquiries@branstonca.lincs.sch.uk

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the Trust to ask if we have it. 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.