



Brecknock and Torriano Schools Federation

Information Publication Scheme and Guide to Published Information 2023

Committee	FGB
Last reviewed	Summer 2023
To be reviewed	Summer 2024

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Information Publication Scheme

All public authorities, including schools, are required under the Freedom of Information Act 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) available here: <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

The Brecknock and Torriano Federation has adopted the ICO's approved model publication scheme. The guide to the published is in table 1 of this policy.

Table 1: Guide to Information

Information available from The Brecknock and Torriano Federation under the model publication scheme.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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; our structures, locations and contacts</p> <p>Current information only</p>	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
<p>Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
<p>Head teacher's contact details</p>	<p>Available upon request-contact school</p>	<p>Free</p>
<p>Who's who in the school/academy</p>	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
<p>Who's who on the governing body / board of governors and selection criteria for appointment</p>	<p>Website: Torriano: www.torriano.camden.sch.uk/</p>	<p>Via website: Free</p>

Governing body's contact details	Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Hard copies: See table 2
Instrument of Government / Articles of Association	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
School/academy prospectus	Not Applicable – School information can be found on website Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/	Via website: Free Hard copies: See table 2
School/Academy session times and term dates	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Annual budget and financial statements	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Capital funding	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Financial Audits reports	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six- monthly interval)	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Staff pay – details of senior staff salaries £1000,00 or more. For all other posts, identify levels of pay by salary range	Website: Torriano: www.torriano.camden.sch.uk/	Via website: Free

	<p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Hard copies: See table 2</p>
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	<p>Hard-copy: Available upon request-contact school</p>	<p>Hard copies: See table 2</p>
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	<p>Hard-copy: Available upon request-contact school</p>	<p>Hard copies: See table 2</p>
Procurement and contracts we have entered into	<p>Hard-copy: Available upon request-contact school</p>	<p>Hard copies: See table 2</p>
Details of any premiums we receive such as Pupil premium.	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
Annual Report	<p>Hard-copy: Available upon request-contact school</p>	<p>Hard copies: See table 2</p>
<p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i></p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	<p>Website: Torriano: www.torriano.camden.sch.uk/ / https://reports.ofsted.gov.uk/provider/21/100023</p> <p>Brecknock: www.brecknock.camden.sch.uk/ / https://reports.ofsted.gov.uk/provider/21/100010</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
Exam and assessment results / Performance tables	<p>Website: Torriano: www.torriano.camden.sch.uk/ / https://reports.ofsted.gov.uk/provider/21/100023</p>	<p>Via website: Free</p> <p>Hard copies:</p>

	<p>Brecknock: www.brecknock.camden.sch.uk/ / https://reports.ofsted.gov.uk/provider/21/100010</p> <p>Hard-copy: Available upon request-contact school</p>	See table 2
The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	Hard-copy: Available upon request-contact school	Hard copies: See table 2
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	https://www.find-school-performance-data.service.gov.uk/	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard-copy: Available upon request-contact school	Hard copies: See table 2
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Admissions policy and, where applicable, admission decisions (<i>e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard-copy: Available upon request-contact school	Hard copies: See table 2
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<p>Website: Torriano: www.torriano.camden.sch.uk/</p> <p>Brecknock: www.brecknock.camden.sch.uk/</p> <p>Hard-copy: Available upon request-contact school</p>	<p>Via website: Free</p> <p>Hard copies: See table 2</p>
Safeguarding and child protection, including protecting children's personal data	Hard-copy: Available upon request-contact school	Hard copies: See table 2

Equality and Diversity (For Northern Ireland, equality scheme / statement in accordance with the Northern Ireland Act 1998)	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Policies and procedures relating to recruitment and human resources	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Special educational needs	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Pay Policy	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Charging regimes and policies	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Inspection only-contact school	Hard copies: See table 2

Curriculum circulars and statutory instruments	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Hard-copy: Available upon request-contact school	Hard copies: See table 2
Asset register and Information Asset register	Inspection only-contact school	Hard copies: See table 2
Any information we are currently legally required to hold in publicly available registers	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Extra-curricular activities	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Out of school/academy clubs	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2

Services for which we are entitled to recover a fee, together with those fees	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Requests for paper copies of information	Available upon request-contact school	Hard copies: See table 2
Our publications, leaflets, books and newsletters	Website: Torriano: www.torriano.camden.sch.uk/ Brecknock: www.brecknock.camden.sch.uk/ Hard-copy: Available upon request-contact school	Via website: Free Hard copies: See table 2
Additional Information Any information that is not itemised in the lists above	Requests to be made to the main office	Free to make a request

Table 2: Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ 4p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred