

**THE SALTERNS ACADEMY TRUST:
Publication Scheme on information available under the Freedom of Information Act 2000**

The aim of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

How to Request Information: If you require a paper version of any of the documents within the scheme, please contact the school. Contact details are:

Email: admin@alns.co.uk
Telephone: 023 9236 4536
Address: Admiral Lord Nelson School, Dundas Lane, Portsmouth, PO3 5XT
Web: www.alns.co.uk

To help us process your request quickly please mark and correspondence "FOR THE ATTENTION OF THE FREEDOM OF INFORMATION OFFICER". If the information you require is not available under the Scheme or is not on the website, you can still contact the school.

Paying for Information in hard copy: is detailed at the back of the Scheme.

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| Information to be Published | How the Information can be obtained | Cost |
|--|-------------------------------------|------|
| Class 1: Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only | | |
| Who's who in the school | Hard Copy | |
| Who's who on the governing body and the basis of their appointment | Website and Hard Copy | |
| Instrument of Government (Articles of Association) | Hard Copy | |
| Contact details for the Headteacher and for the Governing Body | Website and Hard Copy | |
| School Prospectus | Website and Hard Copy | |
| Annual Report (The Salterns Academy Trust) | Website and Hard Copy | |
| Staffing Structure | Hard Copy | |
| School session times and term dates | Website and Hard Copy | |

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| Class 2: What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum. | | |
| Annual budget plan and financial statements | Hard Copy | |
| Capital funding | Hard Copy | |
| Financial Audit Reports (The Salterns Academy Trust) | Website and Hard Copy | |
| Details of expenditure items over £2,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical | Hard Copy | |
| Procurement and contracts the school has entered into, or information relating to/a link to information held be an organisation which has done so on its behalf (for example, a local authority or diocese) | Hard Copy | |
| Pay Policy | Website and Hard Copy | |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories | Hard Copy | |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range | Hard Copy | |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors | Hard Copy | |

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| Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum. | | |
| School Profile (if any) And in all cases: <ul style="list-style-type: none">• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data• The latest Ofsted/Estyn/Education and Training Inspectorate report<ul style="list-style-type: none">- Summary- Full report• Post-inspection action plan | Hard Copy/Website/DfE/OfSTED/ | |
| Performance Management Policy and procedures adopted by the Governing Body | Hard Copy | |
| Performance data or a direct link to it | Hard Copy | |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as change in status, safeguarding and child protection | Website and Hard Copy | |

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| Class 4: How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum | | |
| Admissions policy/decisions (not individual admission decisions) – where applicable | Website and Hardcopy | |
| Agendas and minutes of meetings of the governing body and its committees (NB this will exclude information that is properly regarded as private to the meetings) | Website and Hard Copy | |

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| <p>Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p> | | |
| <p>Admissions Allegations of Abuse Against Staff Appraisal for Teachers Behaviour Children Who Are Looked After Complaints Curriculum Equality Health and Safety Safeguarding and Child Protection Sex Education Special Educational Needs Support Students with Medical Conditions Teacher's Pay</p> | <p>Website and Hard Copy</p> | |
| <p>Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data Protection (including information sharing policies)</p> | <p>Hard Copy</p> | |
| <p>Charging regimes and policies: Charging and Remissions Policy</p> | <p>Website and Hard Copy</p> | |

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| Class 6: Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | DfE website | |
| Disclosure logs (FOI) | Hard Copy | |
| Extra-curricular activities | Website | |
| Out of school clubs | Website | |
| School publications, leaflets, books and newsletters | Hard Copy | |

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| Type of Charge | Description | Basis of Charge |
|-----------------------|---|--|
| Disbursement cost | Photocopying/printing will be charged at 6p per sheet (black and white) | Actual cost incurred by the school |
| | Photocopying/printing will be charged at 12p per sheet (colour) | Actual cost incurred by the school |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | Any material on disk will be charged at the actual cost | |