



**Interaction &  
Communication**

**Academy Trust**

# **Publication Scheme**

Date Published	December 2018
Approved Date	December 2018
Review Cycle	3 years
Review Date	December 2021

## **1. Introduction: What is a publication scheme is and why it has been developed?**

This publication scheme commits the Interaction and Communication Academy Trust (ICAT) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.

The scheme commits the Trust:

- to proactively publish, or otherwise make available as a matter of routine, information, which is held by the Academy and falls within the classifications below
- to specify the information that is held by the Academy and falls within the classifications below
- to proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update, on a regular basis, the information the Academy makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public.

## **2. Classes of Information**

### **2.1 Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **2.2 What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **2.3 What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **2.4 How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **2.5 Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **2.6 Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the Academy.

### **2.7 The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.** The method by which information published under this scheme will be made available

ICAT will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, statutory information will be provided on the 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 Trust/ Academy will indicate how information can be obtained by other means and provide it by those means.

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 ICAT 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.** Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum 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 Parliament.

Charges may be made for actual disbursements incurred 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 the circumstances, including the general principles of the right of access to

information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 Trust 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. Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact ICAT by telephone, email or letter. Contact details are set out below or you can visit the Trust website at

Tel: 01484 544558  
Email: [info@ICAT.org.UK](mailto:info@ICAT.org.UK)  
Address: ICAT office  
Castle Hill School Newsome  
Road South  
Huddersfield  
**HD4 6JL**

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

## 7. Monitoring, Evaluation and Review

ICAT will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academies.

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<b>Class 1 – Who we are and what we do Organisational information, structures, locations and contacts</b>		
<b>This will be current information only</b>		
Who's who on the ICAT Board and the basis of their appointment	ICAT website	No charge
Governor details in accordance with Government legislation	Academy website	No charge
Contact details for the Academy Heads/Principals (named contacts where possible with telephone number and email address (if used))	ICAT/Academy website	No charge
Academy Prospectus	Academy Website	No charge
Staffing structure	ICAT/ Academy Website	No charge
Academy session times and term dates	Academy Website	No charge
<b>Class 2 – What we spend and how we spend it</b>		
<b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b>		
<b>Current and previous financial year as a minimum</b>		
Statutory Accounts	ICAT Website	No Charge
Financial Statements	ICAT Website	No Charge
Capitalised Funding	ICAT Website	No Charge
Additional Funding	ICAT Website	No Charge
Procurement and Projects	ICAT Website	No Charge
Teacher Pay policy	ICAT Website	No Charge

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<b>Class 3 – What our priorities are and how we are doing</b>		
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b>		
<b>Current information as a minimum</b>		
Academy profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report – Summary and Full Report</li> <li>• Examination Results (if applicable)</li> </ul>	Academy website	No Charge
Performance Management policy and procedures adopted by the ICAT board	ICAT website	No Charge
Safeguarding policies and procedures	Academy Website	No Charge
<b>Class 4 – How we make decisions</b>		
<b>Decision making processes and records of decisions</b>		
<b>Current and previous three years as a minimum</b>		
Admissions Policy/decisions (not individual admission decisions)	Academy website	No Charge
<b>Class 5 – Our policies and procedures</b>		
<b>Current written protocols, policies and procedures for delivering our services and responsibilities</b>		
<b>Current information only</b>		
Academy policies including: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	ICAT/Academy Websites	No Charge

**Web Addresses:**

<b>ICAT</b>	<a href="http://www.ICAT.org.uk">www.ICAT.org.uk</a>
<b>Castle Hill School</b>	<a href="http://www.castlehillschool.org.uk">www.castlehillschool.org.uk</a>
<b>High Park School</b>	<a href="http://www.highpark.org.uk">www.highpark.org.uk</a>
<b>Milton School</b>	<a href="http://www.miltonschoolswinton.co.uk">www.miltonschoolswinton.co.uk</a>