



EMMAUS

CATHOLIC MAC

Freedom of Information Act Publication Scheme

Version	2.0
Date created/updated	5 th August 2025
Ratified by	Compliance
Date ratified	21st August 2025
Date issued	September 2025
Policy review date	1 st September 2027
Post holder responsible	Chief Finance and Operations Officer



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Freedom of Information Act Publication Scheme has been approved and adopted by Emmaus Catholic Multi Academy Company on xxxx and will be reviewed in September 2027.

Signed by Director of Emmaus Catholic MAC: J Griffin

Signed by CEO for Central Team: S Horan

This Policy relates to all Emmaus Schools.

Contents

1	Introduction	4
2	What the Publication Scheme Commits to	4
3	Classes of Information	5
4	The method by which information published under this scheme will be available	6
5	Charges which may be made for information published under this scheme	6
6	Written Request	7
7	Further Information	7

DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

1. Introduction

- 1.1 The model publication scheme has been prepared and approved by the Information Commissioners Office. As directed by our DPO, Emmaus Catholic Multi Academy Company ('The MAC') adopts this Model Publication Scheme without modification and without further approval and will be valid until further notice.
- 1.2 This publication scheme commits Emmaus Catholic Multi Academy Company 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 MAC. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioners Office.

2. What the Publication Scheme commits to

- 2.1 The scheme commits Emmaus Catholic Multi Academy Company:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by The MAC and falls within the classifications below.
 - To specify the information which is held by The MAC 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 MAC 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.
 - To publish any dataset held by The MAC that has been requested, and any updated versions it holds, unless The MAC is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and The MAC is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

3. Classes of Information

Description	Content
Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews
How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
Our policies and procedures	Current written protocols for delivering our functions and responsibilities
Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the authority
The services we offer	Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

3.1 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.

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

- 4.1 The MAC will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 4.2 Where it is within the capability of The MAC, information will be provided on a 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 MAC will indicate how information can be obtained by other means and provide it by those means.
- 4.3 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.
- 4.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where The MAC is legally required to translate any information, it will do so.
- 4.5 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.

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

- 5.1 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 MAC for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on a website will be provided free of charge.
- 5.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4 Charges may be made for actual disbursements incurred such as:
 - Photocopying
 - postage and packaging

- the costs directly incurred as a result of viewing information

- 5.5 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 The MAC, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 5.6 Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- 5.7 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.

6. Written Request

- 6.1 Information held by a public authority 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.

7. Further Information

- 7.1 For further information, please contact the school office / DOP or for the MAC please contact ahodder@emmausmac.com

Data Protection Officer
YourIG Data Protection Officer Service
Dudley MBC, The Council House, Dudley, DY1 1HF

Email: YourIGDPOService@dudley.gov.uk
Tel: 01384 815607

- 7.2 Additional Guidance
This can be found via the following links:

ICO guide to [What information do we need to publish?](#)

ICO guide to [Model publication scheme: Using the definition documents](#)

ICO guide to [ICO's publication scheme compliance](#)

Appendix 1 Publication Scheme

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts.	The MAC website or individual School websites.	F.O.C
Staffing structure to include the names and positions of all staff, and how they may be contacted via the school.	The MAC website or individual School websites.	F.O.C
Governing Body to include the names of the LGB members, and the basis on which they have been appointed, along with details of how to contact them via the school. And, for the MAC the similar information for the Directors.	The MAC website or individual School websites.	F.O.C
Instrument of Government / Articles of Association	The MAC website or individual School websites.	F.O.C
Gender Pay Read the Government's guidance on the gender pay gap reporting to find out what information you need to publish. Publish this data annually if you have a head count of 250 staff or more	The MAC website.	F.O.C
Contact details for the Principal and Vice Principal for schools and CEO for the MAC.	The MAC website or individual School websites.	F.O.C
School curriculum/prospectus (if any)	The School website includes the School Curriculum Overview any further request for more detailed information will need to be	F.O.C Further requests chargeable.

	requested from the school and will be chargeable.	
School session times and term dates	The School website.	F.O.C
Location and Contact Information Address of school and contact details, including email address	The MAC website or individual School websites.	F.O.C

Class 2 – What we spend and how we spend it – including Audit Reports Financial information to include annual statutory accounts relating to income and expenditure, procurement, contracts and financial audit. Current and previous financial years included	The MAC website.	F.O.C
Annual budget plan and financial statements Pupil Premium Statement included on the website. Annual budget and financial planning returns stored centrally.	School websites and MAC Central Office.	F.O.C Website MAC Central Office work – calculated based on time taken and amount of information requested.
Capital funding Major capital expenditure detailed in the Annual Accounts on the MAC website. Smaller projects to be costed in the Annual Accounts and detail can be requested from the MAC central office	School websites and MAC Central Office.	F.O.C Website MAC Central Office work – calculated based on time taken and amount of information requested.
Expenditures Details of expenditure items over £5000 – published at least annually	Stored locally at School or centrally for the MAC.	MAC Central Office / School work

		– calculated based on time taken and amount of information requested.
Procurement and contracts Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process during the year are detailed in the Annual Accounts.	The MAC website.	F.O.C
Staff allowances and expenses Details of the allowances and expenses incurred or claimed by staff and governing body / directors are included in the Annual Accounts.	The MAC website.	F.O.C
Staffing, pay and grading structure Senior staff salaries, as per the Academy Trust Handbook, bands of £10,000 are reported on the website for salaries over £100,000. Senior staff salaries, as per the Academy Trust Handbook, the number of employees whose benefits exceeded £100,000, in £10,000 bandings are reported on the website.	The MAC website for others the Central Office.	F.O.C Website MAC Central Office work – calculated based on time taken and amount of information requested.
TU facility time reporting Reported in the Annual Accounts.	The MAC website.	F.O.C
Class 3 – What our priorities are and how we are doing Strategies including development plans, performance indicators, audits, inspections and reviews.	The MAC website or individual School websites. For information required not on the website a request will need to be made to the MAC or School.	F.O.C for information on website additional requests will be chargeable.

Performance tables Included in the Annual Accounts	The MAC website.	F.O.C
Data Protection Impact Assessments	Stored locally at School or centrally for the MAC.	MAC Central Office / School work – calculated based on time taken and amount of information requested.
Exam and assessment results	Stored at individual schools – for pupils / parents only.	F.O.C
Future Plans For example, proposals for and any consultation on the future of the MAC.	MAC Website.	F.O.C

Class 4 – How we make decisions Current and previous three years as a minimum		
Admissions policy/decisions Details about school admission arrangements and procedures, together with information about the right of appeal. The school doesn't publish individual admission decisions.	School Website.	F.O.C
Minutes of meetings of the governing bodies and its committees	Held locally in School or Centrally for the MAC.	MAC Central Office / School work – calculated based on time taken and amount of information requested.

Class 5 – Our policies and procedures		
--	--	--

School policies and other documents Including, Data Protection, Safeguarding, Finance, Operation, Educational, HR and Equality and Diversity	The MAC website or individual School websites.	F.O.C
Careers programme information	School Website.	F.O.C
Complaints procedures, including for dealing with parental complaints	The MAC website or individual School websites.	F.O.C

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments Statutory instruments, departmental circulars and administrative memoranda sent to the Executive Team including the School Principal or governing body concerning the curriculum	Held locally in School or Centrally for the MAC.	MAC Central Office / School work – calculated based on time taken and amount of information requested.
CCTV Details of the locations of any overt CCTV surveillance cameras operated by the school or on its behalf.	The MAC website or individual School websites.	F.O.C
Disclosure logs If the school produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice	Held locally in School or Centrally for the MAC.	MAC Central Office / School work – calculated based on time taken and amount of information requested.

Asset register Make available some information from capital asset registers, if the school hold such registers	Held locally in School or Centrally for the MAC.	MAC Central Office / School work – calculated based on time taken and amount of information requested.
---	--	--

Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. For example, Extra-curricular activities, out of school clubs, service for which the school is entitled to recover a fee together with those fees, school publications, leaflets, newsletters.	The MAC website or individual School websites.	
--	--	--

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 F.O.C (Free of Charge)	Photocopying/printing @ price per sheet (black & white)	Actual cost * time taken
	Photocopying/printing @ price per sheet (colour)	Actual cost * time taken
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

