



# Creative Inclusion

LEARNING STUDIO

**Creative Inclusion:** An Independent Alternative  
Specialist Provision

## **Freedom of Information Publication Scheme 2025**

Effective Date: July 2025

Approved by: Advisory Board August 2025

Review Date: July 2028

## REVIEW SHEET

Information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any). We keep this sheet to record updates for our records, but we usually publish only the table.

Version Number	KAHSC Version Description	Date of Revision/Review
1	Original	Jan 2012
2	Reformatted only	Feb 2014
3	Updated to comply with ICO current version of this document	April 2019
4	Updated to reflect ICO Freedom of Information Act 2000: Guide to Information provided by schools under the model publication scheme, Version 4.0 Oct 2021. Schools are advised to consider the template carefully and remove sections which do not apply to their type of setting.	March 2022
5	Reviewed – no changes or amendments	Sept 2024
6	Adopted by Creative Inclusion	Autumn 2025

## Freedom of Information

## Guide to information available from Creative Inclusion under the model publication scheme

We referred to the Information Commissioner's Office (ICO) [‘Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme’ \(v4.0\)](#) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This 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. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<b>Class 1 - Who we are and what we do</b> Current information about us; our structures, locations, and contacts (including postal and email addresses and named contacts with their telephone numbers and email addresses where possible).	Available on Creative Inclusion website	N/A
Head Provision contact details.	Available on Creative Inclusion website	N/A
Who's who in the school.	Available on Creative Inclusion website	N/A
Who's who on the Advisory Board.	Available on Creative Inclusion website	N/A
Advisory Board members contact details.	Available on Creative Inclusion website	N/A
Instrument of Governance.	By request to main office (Contact details on website)	
Creative Inclusion session times and term dates	Available on Creative Inclusion website	N/A

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<b>Current information to be published</b>	<b>How you can obtain information</b>	<b>Cost</b>
<b>Class 2 – What we spend and how we spend it</b> Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.		
Annual budget and financial statements or the annual accounts.	Via Companies House	
Financial audit reports.	Via Companies House	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Via Companies House	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Via Companies House	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Via Companies House	
Board member expenses that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	Via Companies House	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Via Companies House	
Details of any premiums we receive such as Pupil premium.	N/A	

<b>Class 3 – What our priorities are and how we are doing</b> Our current strategies and plans, performance indicators, audits, inspections, and reviews.		
Annual Report.	Available on Creative Inclusion website	N/A
Latest report from the regulator Ofsted. <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	Available on Creative Inclusion website	N/A

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<b>Current information to be published</b>	<b>How you can obtain information</b>	<b>Cost</b>
Exam and assessment results.	N/A	N/A
Performance tables	N/A	
Careers programme information	Available on Creative Inclusion Website	N/A
Our future plans e.g., proposals for and any consultation on the future of our school, such as a change in status.	Available on Creative Inclusion Website	
Our profile and performance data supplied to the Government (GIAS)	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Available on Creative Inclusion Website	

<b>Class 4 – How we make decisions</b> Our decision-making processes and records of decisions. Current and previous three years as a minimum.	Available on Creative Inclusion Website	
Admissions policy and, where applicable, general, and not individual admission decisions.	Available on Creative Inclusion Website	N/A
Agendas and minutes of meetings of the Advisory unless an exemption applies to the information or parts of it.	Available on Creative Inclusion Website	N/A
<b>Class 5 – Our policies and procedures</b> Our current written protocols, policies, and procedures for delivering our services and responsibilities As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.	Available on Creative Inclusion Website	N/A
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	Available on Creative Inclusion Website	N/A

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<b>Current information to be published</b>	<b>How you can obtain information</b>	<b>Cost</b>
Safeguarding and child protection, including protecting children's personal data.	Available on Creative Inclusion Website	N/A
Equality and Diversity.	Available on Creative Inclusion Website	N/A
Policies and procedures relating to recruitment and human resources.		
Special educational needs and disability.	Available on Creative Inclusion Website	N/A
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Available on Creative Inclusion Website	N/A
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing and CCTV usage policies)</li> </ul>	Available on Creative Inclusion Website	
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	Available on Creative Inclusion Website	
<b>Class 6 – Lists and Registers</b> Lists and registers we currently maintain (does not include the attendance register)		
Curriculum circulars and statutory instruments	By request to main office (Contact details on website)	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Available on Creative Inclusion Website	N/A
Disclosure logs i.e., information provided in response to FOIA requests	By request to main office (Contact details on website)	

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<b>Current information to be published</b>	<b>How you can obtain information</b>	<b>Cost</b>
Asset register and Information Asset register	By request to main office (Contact details on website)	
Any information we are currently legally required to hold in publicly available registers	By request to main office (Contact details on website)	

<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Extra-curricular activities	Available on Creative Inclusion Website	N/A
Out of school clubs	Available on Creative Inclusion Website	N/A
Services for which the school is entitled to recover a fee, together with those fees	By request to main office (Contact details on website)	
School publications, leaflets, books, and newsletters	Available on Creative Inclusion Website	N/A

<b>Additional Information</b> Any information that is not itemised in the lists above		

### Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

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<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		