

Sir John Hunt



Sir John Hunt Community Sports College **Publication Scheme**

Sir John Hunt Community Sports College is part of the Greenshaw Learning Trust.

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Policy Title	Publication Scheme	
Category	School template or model	
Responsible Officer	GLT CEO	
Approved on	01 November 2025	
Minor technical or operational updates made	Name	Date
Review Cycle and next approval date	Three years November 2028	
Monitoring arrangements	This policy will be reviewed every three years, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.	
Associated Policies Internal Policy Library Published GLT Policies <i>For school policies please visit the school website</i>	GLT Communications Policy	
This Policy is based on or takes into account the following legislation and guidance		

Sir John Hunt Community Sports College

Publication Scheme

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Introduction

Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means a Trustee or Community Governance Committee (CGC) member.
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Scope & Applicability

- It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.
- If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.
- Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors
- **This is a School Template or Model.** School Models and Templates are approved by the Board of Trustees and must be used across all schools in the Trust. Headteachers use these to create specific documents for their schools where details are highly specific to the school's physical environment or local setup

Application

The school is part of the Greenshaw Learning Trust, which has its own publication scheme and information about the Trust is available via that scheme and the Trust website www.greenshawlearningtrust.co.uk.

Approval and review

This scheme is the responsibility of the Headteacher.

Responsibilities

It is the responsibility of the Headteacher of the school to ensure their school and its staff adhere to this Publication Scheme.

How to obtain information

To obtain information from *Sir John Hunt Community Sports College*, please refer to the <https://www.sjhcsc.co.uk/>. Alternatively, you can contact the school by email to admin@sjhcsc.co.uk or by writing to the school via Sir John Hunt Community Sports College, Lancaster Gardens, Plymouth, PL5 4AA

Guide to information available from Sir John Hunt CSC in accordance with the GLT Communications Policy and Freedom of Information Act

Class 1 - Who we are and what we do		
	Published on school website	Available on request
Who's who in the school - key members of staff <i>Headteacher, DSL, H&S Lead, Clerk to Governors</i>	/	
Who's who on the governing body and the basis of their appointment	/	
Articles of Association	<i>published on Greenshaw Learning Trust Website</i>	
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	/	
School prospectus	/	
Staffing structure		/
School session times and term dates	/	
Address of school and contact details, including email address.	/	

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)

	Published on school website	Available on request
Current and previous financial year as a minimum		/
Annual budget plan and financial statements		/
Capital funding		/
Details of expenditure items over £5000 for the current year and 2 years' previous		/
Procurement and contracts the school has entered into, or information relating to the Greenshaw Learning Trust which has done so on its behalf		/
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.		/
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.		/
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.		/

Class 3 – What our priorities are and how we are doing

Current information as a minimum and in all cases:

	Published on school website	Available on request
Performance data supplied to the English Government or a direct link to the data	/	
The latest Ofsted report	/	
Post-inspection action plan		/
The school's future plans		/

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
	Published on school website	Available on request
Admissions policy/decisions (not individual admission decisions) – where applicable	/	
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).		/
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Sir John Hunt CSC is part of the Greenshaw Learning Trust. All trust policies, including the Complaints Procedure, Equalities Policy and Whistleblowing Procedure, can be downloaded here Official Trust documents, including financial information and the Gender Pay Report and the Annual Equalities Statement can be found under official Trust documents here .	/	

Class 6 – Lists and Registers		
	Published on school website	Available on request
Currently maintained lists and registers only (this does not include the attendance register).		/
Curriculum circulars and statutory instruments		/
Data breach register		/
Disclosure logs		/
Asset register		/
Any information the school is currently legally required to hold in publicly available registers		/
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities		/
Out of school clubs		/
Services for which the school is entitled to recover a fee, together with those fees		/
School publications, leaflets, books and newsletters		/

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 15p per sheet (colour)	Actual cost
	Postage @ 75p per envelope	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with Freedom of Information Act 2000 Section 9 and Information Commissioner's Office guidance. The requester will receive a 'Fee Notice' in writing if the Trust wishes to charge this statutory fee.