

# Hedingham School and Sixth Form Publication Scheme

## I. What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations \(2015\)](#))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the school is the only owner

## 2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

- A. Who we are and what we do.
- B. What we spend and how we spend it.
- C. What our priorities are and how we are doing.
- D. How we make decisions.
- E. Our policies and procedures.
- F. Lists and registers.
- G. The services we offer.

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. Making Information Available:

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 school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

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 an authority 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. Charging**

Charges may be made for information published under this scheme. The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school 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 law.

Charges may be made to cover our costs 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

#### **5. Written requests**

Information held by the school 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. The Scheme

### Class 1 - Who we are and what we do

For example: Organisational information, staffing structures, locations and contacts. This will be current information only. This information may be available on our website or in hard copy or both.

#### Information to be published

**Who's who in the school**

**Who's who on the governing body and the basis of their appointment**

**Instrument of Government**

**Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))**

**School prospectus**

**Annual Report**

**Staffing structure**

**School session times and term dates**

### Class 2 – What we spend and how we spend it

For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum. This information may be available on our website or in hard copy or both.

#### Information to be published

**Annual Accounts and financial statements**

**Capitalised funding**

**Additional funding**

**Procurement and projects**

**Pay policy**

**Staffing and grading structure**

**Governors' allowances**

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

For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum. This information may be available on our website or in hard copy or both.

#### Information to be published

**School profile:**

- **Government supplied performance data**
- **The latest Ofsted report:**
  - **Summary**
  - **Full report**

**Performance management policy and procedures adopted by the governing body.**

**Schools future plans**

**Every Child Matters – policies and procedures**

## **Class 4 – How we make decisions**

For example: Decision making processes and records of decisions. Current and previous three years as a minimum. This information may be available on our website or in hard copy or both.

### **Information to be published**

**Admissions policy/decisions (not individual admission decisions)**

**Agendas of meetings of the governing body and (if held) its sub-committees**

**Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.**

## **Class 5 – Our policies and procedures**

For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. This information may be available on our website or in hard copy or both.

### **Information to be published**

#### ***School policies including:***

- **Charging and remissions policy**
- **Health and Safety**
- **Complaints procedure**
- **Staff conduct policy**
- **Discipline and grievance policies**
- **Staffing structure implementation plan**
- **Information request handling policy**
- **Equality and diversity (including equal opportunities) policies**

#### **Staff recruitment policies**

#### ***Pupil and curriculum policies, including:***

- **Home-school agreement**
- **Curriculum**
- **Sex education**
- **Special educational needs**
- **Accessibility**
- **Race equality**
- **Collective worship**
- **Careers education**
- **Pupil discipline**

#### ***Records management and personal data policies, including:***

- **Information security policies**
- **Records retention destruction and archive policies**
- **Data protection (including information sharing policies)**

#### ***Charging regimes and policies:***

This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.

## Class 6 – Lists and Registers

For example: Currently maintained lists and registers only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.

### Information to be published

Curriculum circulars and statutory instruments

Disclosure logs

Asset register

Any information the school is currently legally required to hold in publicly available registers

## Class 7 – The services we offer

For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. This information may be available on our website or in hard copy or both. Please note some information may only be available by inspection.

### Information to be published

Extra-curricular activities

Out of school clubs

School publications

Services for which the school is entitled to recover a fee, together with those fees

Leaflets books and newsletters

How to get a copy & Costs

Where information is available on our website it is free of charge.

Where information is not available on our website but forms part of our Publication Scheme it is free of charge

Where information is available on our website, but you have requested a hard copy a charge can be made to cover costs, please see Charging Schedule below.

## 7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

DESCRIPTION
Photocopying/printing @ 3p per sheet (black & white)
Photocopying/printing @ 11p per sheet (colour)
Postage – applied at cost of Royal Mail standard 2 <sup>nd</sup> class post.

Approved by: Full Governing Body

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