

Freedom of Information Publication Scheme Policy



Formby High School
Determined To Achieve

Freedom of Information Publication Scheme

Formby High School has produced a Publication Scheme of Information that is available under the **Freedom of Information Act 2000** (FOIA) which conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the School complies with the Act.

Introduction

Under the Freedom of Information Act 2000 (FOIA) public authorities shall be proactive about the information that is available to the public. This includes all maintained sector schools and, from 1 January 2011, academies.

In order to comply with the requirements of the Act, the Publication Scheme covers the School's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the School and falls within the classifications below.
- To specify the information that is held by the School 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 School 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.

All information in the Publication Scheme is available in paper form.

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.formbyhighschool.com or in hard copy and is categorised as outlined below.

1. **Who we are and what we do.**
Organisational information, locations and contacts, structures, locations and contacts.
2. **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit.
3. **What our priorities are and how we are doing.**
Strategies and plans, performance indicators, audits inspections and reviews.
4. **How we make decisions.**
Decision-making processes and records of decisions.

5. Our policies and procedures.

Current written protocols, policies and procedures for delivering our services and responsibilities.

6. Lists and Registers.

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

7. The Services we Offer.

Information about the services the school provides, including leaflets, guidance and newsletters.

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. This includes information protected by the Data Protection Act.
- Information that is readily available and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that are out of date, have been placed in archive storage, or otherwise inaccessible.
- Information which is impractical or resource-intensive to prepare for routine release.
- Information which is not held by the school.

Requests for Information

Information that is not published under the scheme can be requested by email, letter or fax. All requests will be considered in accordance with the provisions of the Freedom of Information Act. The school will respond to the request within 20 school days of receipt of the written request.

Paying For Information

Information published on the School website is free. Single copies of information covered by this Publication Scheme are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying.
- Incurs a large postage charge.
- Requires a priced item; for example, some printed publication or video.

In such circumstances, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

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.

Links with other Policies

This policy should be read in conjunction with the following:

- Data Protection Policy

- Child Protection Policy
- Safeguarding Policy

Annexe 1

Guide to Information available from Formby High School under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>		
Who's who in the school	Website	No charge
Who's who on the Governing Body and the basis of each appointment	Website	No charge
Articles of Association of the School	Hard copy	See charges
Contact details for the Headteacher and Chair of Governors	Website	No charge
School prospectus and curriculum	Website	No charge
School session times and term dates	Website	No charge
Location and contact information	Website	No charge
Class 2: What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit). Current and previous two financial years</i>		
Annual budget plan and financial statements	Hard copy	See charges
Capital funding	Hard copy	See charges
Financial Audit Reports	Hard copy	See charges
Procurement and contracts	Hard copy	See charges
Staffing pay and grading structures, pay policy	Hard copy	See charges
Annual Accounts	Website	No charge
Governors' allowances	Website	No charge
Class 3: What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Externally validated performance data	Hard copy	See charges
Latest Ofsted Report:		
• Summary	Website	No charge
• Full report	Website	No charge
• Subject Survey Inspection Report	Website	No charge
Appraisal Policy and procedures adopted by the Governing Body	Hard copy	See charges
Future Plans – any major proposals for future of the school (eg change of status)	Hard copy	See charges
Safeguarding Policy	Website	No charge
Child Protection Policy	Website	No charge
Class 4: How we make decisions <i>(Decision making process and records of decisions)</i> <i>Current and previous three years</i>		
Admissions Policy / decisions	Website	No charge
Agenda of meetings of Governing Body and its sub-committees	Hard Copy	See charges
Full Governing Body and Committee Terms of Reference	Website	No charge
Minutes of meetings (as above) – this will exclude information classified as "Confidential".	Hard Copy	See charges

Information to be published	How the information can be obtained	Cost
Class 5: Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities).</i>		
School policies including: <ul style="list-style-type: none"> • Charging • Health and Safety • Complaints Procedure • Accessibility Plan • Special Educational Needs (SEN) 	Website Website Website Website Website	No charge No charge No charge No charge No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Sex and Relationships Education • Equality and Diversity • Anti-bullying 	Website Website Website	No charge No charge No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention, destructions and archive policies • Data Protection • Freedom of Information – Publication Scheme 	Website Website Website	No charge No charge No charge
Class 6: Lists and Registers <i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Hard copy	See charges
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers Note: this does not include attendance registers	Hard copy	See charges
Class 7: The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Extra-curricular activities and out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees (for example, hire of sports facilities)	Hard copy	See charges
Leaflets and newsletters	Website	No charge

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 4p per sheet (black and white)	Actual cost
	Photocopying/printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Policy Reviewed: 5 February 2019 (Meeting of the Governing Body)

Scheduled Review: Spring 2021