



HARROGATE
GRAMMAR SCHOOL

AN INDEPENDENT ACADEMY TRUST

Policy: Freedom of Information Publication Scheme

Member of Staff Responsible S Howell

Governors' Committee: Resources

Approved by Full Board on: 17.06.15

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Signed-off by: *Committee Member* _____

Chair of Governors J McHugh

Date 17.06.15

Freedom of Information Publication Scheme

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1. Model Publication Scheme

The school has adopted the model publication scheme, for public authorities (which includes schools), prepared and approved by the Information Commissioner.

This publication scheme commits a school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

1.2 The scheme commits a school:

1.2(a) To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.

1.2(b) To specify the information which is held by the school and falls within the classifications below.

1.2(c) To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

1.2(d) 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.

1.2(e) To review and update on a regular basis the information the school makes available under this scheme.

1.2(f) To produce a schedule of any fees charged for access to information which is made proactively available.

1.2(g) To make this publication scheme available to the public.

1.2(h)

To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school 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 school is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

2. Classes of Information

| Description | Explanation |
|----------------------------|--|
| 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 school. |
| The services we offer. | Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. |

- 2.1 The classes of information will not generally include:
- 2.1(a) 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.
- 2.1(b) Information in draft form.
- 2.1(c) 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. **The method by which information published under this scheme will be made available**

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the school, 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 provide it by hard copy on payment of the appropriate copying cost (and if necessary, postage).

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 a school 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. **Charges which may be made for Information published under this scheme**

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 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 Parliament.

Charges may be made for actual disbursements incurred 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 the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

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.

| Information to be published | How to get it | Approx Cost |
|--|----------------------|-------------|
| Class 1 - Who we are and what we do | | |
| Organisational information, structures, locations and contacts. This will be current information only | | |
| Who's who in the school | Website | Nil |
| Who's who on the governing body and the basis of their appointment | Website | Nil |
| Instrument of Government | Website | Nil |
| Contact details for the Head teacher and for the governing body (named contacts with telephone number and email address) | Website | Nil |
| School prospectus | Website | Nil |
| Annual Report | Website | Nil |
| Staffing structure | Website | Nil |
| School session times and term dates | Website | Nil |
| 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. Current and previous financial year | | |
| Annual budget plan | Hard copy on request | ~£1 each |
| Financial Statements | Website | Nil |
| Capitalised funding | Hard copy on request | ~£1 each |

| Information to be published | How to get it | Approx Cost |
|--|----------------------|--------------------|
| Additional funding | Hard copy on request | ~£1 each |
| Procurement and projects | Hard copy on request | ~£1 each |
| Pay policy | Hard copy on request | ~£1 each |
| Staffing and grading structure | Hard copy on request | ~£1 each |
| Governors' allowances | Hard copy on request | ~£1 each |
| Class 3 – What our priorities are and how we are doing | | |
| Strategies and plans, performance indicators, audits, inspections and reviews. Current information. | | |
| School profile Government supplied performance data The latest Ofsted report - Summary - Full report | Website | |
| Performance management policy and procedures adopted by the governing body. | Hard copy on request | ~£2 each |
| Schools future plans | Website | Nil |
| Class 4 – How we make decisions | | |
| (Decision making processes and records of decisions). Current and previous three years | | |
| Admissions policy/decisions (not individual admission decisions) | Website | Nil |
| Agendas of meetings of the governing body | Hard copy on request | ~£1 each |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings. | Hard copy on request | ~£1 each |
| Class 5 – Our policies and procedures | | |
| Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only | | |
| 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 | Website | Nil |

| Information to be published | How to get it | Approx Cost |
|---|----------------------|--------------------|
| Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special educational needs Accessibility Race equality Collective worship Careers education Pupil discipline | Website | Nil |
| Records management and personal data policies, including: Information security policies Records retention destruction and archive policies Data protection (including information sharing policies) | Website | Nil |
| Charging regimes and policies for information. Including 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. | Website | Nil |
| Class 6 – Lists and Registers Currently maintained lists and registers only. | | |
| Disclosure logs | By inspection | Nil |
| Asset register | By inspection | Nil |
| Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | By inspection | Nil |
| Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. | | |
| Extra-curricular activities | Website | Nil |
| Out of school clubs | Website | Nil |
| School publications | Website | Nil |
| Services for which the school is entitled to recover a fee, together with those fees | Website | Nil |
| Leaflets books and newsletters | Website | Nil |

Schedule of charges

| Type of charge | Description | Basis of charge |
|-----------------------|--|--|
| Disbursement cost | Photocopying/printing @ 5p per A4 side (black & white) | Actual cost * |
| | Photocopying/printing @ 10p per A4 side (colour) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

| | | |
|---------------|--|---|
| Statutory Fee | | In accordance with the relevant legislation |
|---------------|--|---|

* the actual cost incurred by the school

Contact details for viewing information by inspection

Post: Data Manager
Harrogate Grammar School
Arthurs Avenue
Harrogate HG2 0DZ

Phone: 01423 531127

Email: fch@harrogategrammar.co.uk