



Boroughbridge High School

School Publication Scheme

Boroughbridge High School has adopted the model publication scheme (version 1.2) for public authorities (which includes schools), prepared and approved by the Information Commissioner. The model information scheme is as follows – for clarification any reference to 'authority' means the school:-

Model Publication Scheme

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

The scheme commits an authority:

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

Classes of information

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 authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The method by which information published under this scheme will be made available

The authority 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 a public authority, 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

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.

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 authority 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.

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.

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.⁶⁶

Freedom of Information

Guide to information available from Boroughbridge 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 (Organisational information, structures, locations and contacts). This will be current information only		
Who's who in the school	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Who's who on the governing body and the basis of their appointment	Website www.boroughbridgehigh.com	Free
Instrument of Government/Articles of Association	Website www.boroughbridgehigh.com	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
School prospectus	Website www.boroughbridgehigh.com	Free
Staffing Structure	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
School session times and term dates	Website www.boroughbridgehigh.com	Free
Address of school and contact details, including email address.	Website www.boroughbridgehigh.com	Free
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 as a minimum		
Annual budget plan and financial statements	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Capital funding	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet

Additional Funding	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Financial audit reports	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Procurement and contracts the school has entered into, or information relating to/a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Pay policy	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
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.	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
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.	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy Contact: Headteacher's Secretary	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
<ul style="list-style-type: none"> Government supplied performance data 	Website www.boroughbridgehigh.com	Free
<ul style="list-style-type: none"> The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report 	Website www.boroughbridgehigh.com Hard Copy	Free

• Post-inspection action plan	Contact: Headteacher's Secretary	10p/15p per sheet
Performance management policy and procedures adopted by the governing body.	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in statu	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website www.boroughbridgehigh.com	Free
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).	Hard Copy Contact: Clerk to the Governors	10p/15p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	All Policies are available either on the website www.boroughbridgehigh.com Hard Copy Contact: Headteacher's Secretary	Free 10p/15p per sheet
Records management and personal data policies, including: <ul style="list-style-type: none"> Records retention, destruction and archive policies (Hard Copy Only) Information security policies Data protection (including information sharing policies) 	Hard Copy Contact: Headteacher's Secretary Website www.boroughbridgehigh.com	10p/15p per sheet
School Policies including: Acceptable Use Policy Access Arrangements and Adjustment Policy Administration of Medicines in School Policy Anti-bullying Policy Appraisal Policy Attendance Policy Attendance Management Policy	All policies are either available on the website: www.boroughbridgehigh.com or by contacting: schooladmin@boroughbridgehigh.com	Free 10p/15p per sheet

Behaviour for Learning Policy Budget Management Policy Bursary Fund Policy CCTV Policy Capability Policy and Procedure Careers Education information and Guidance Policy Charging & Remissions Policy for School Activities Child Protection Policy Collective Disputes Policy Complaints Procedure Confidentiality Policy Controlled Assessment Policy Curriculum Policy Disclosure & Barring Service (DBS) Policy Dealing with Nuisance & Disturbance Policy Developing Performance Policy Disciplinary Policy & Procedure Education & Management of Drugs Policy Educational Visits, Outdoor Learning & Adventurous Policy Exclusions Policy Extended Unpaid Leave Eye Care Policy First Aid Policy and Procedure Flexible Working Policy and Procedure Governors School Visits Policy GDPR Document Retention Policy Health & Safety Policy Increments Policy Induction Policy Infection Prevention and Control Policy Information Policy Information Security Policy Information Security Incident Reporting Policy Internal Assessments for External Qualification Appeals Process In-Year Fair Access Protocol Laptop Policy Leave Policy Lone Working Policy		
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Managing Allegations against Staff Managing Serial and Unreasonable Complaints Policy Maternity, Adoption, Paternity and Shared Parental Leave Missing Child Policy New Governor Induction Policy No Smoking Policy Pay Policy Recruitment and Selection Policy Resolving Issues at Work Policy Scheme for paying Governors' Allowances School Policy for Children in Care School Publication Scheme Schools Hearing and Appeals Policy SEN Policy Sex and Relationships Education Policy Single Equality Scheme Sixth Form Admissions Policy Smoke-Free Workplace Policy Stress Management Policy The Use of Force to Control or Restrain Pupils Policy Uniform & Appearance Policy Whistleblowing Policy Work Experience Policy Workplace Substance Misuse Policy		
Class 6 – Lists and Registers lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
Disclosure logs	Inspection Only Contact: Headteacher's Secretary	Free
Asset register	Inspection Only Contact: Headteacher's Secretary	Free
Any information the school is currently legally required to hold in publicly available registers (This Does Not Include The Attendance Register)	Inspection Only Contact: Headteacher's Secretary	Free

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 www.boroughbridgehigh.com	
Out of school clubs	Website www.boroughbridgehigh.com	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy Contact: Headteacher's Secretary	10p/15p per sheet
School publications, leaflets, books and newsletters	Website www.boroughbridgehigh.com	Free
Contact Details: Headteachers Secretary, Boroughbridge High School, Wetherby Road, Boroughbridge. YO51 9GD		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 15p per sheet (Colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority