



Boroughbridge High School and King James's School Federation

POLICY STATEMENT

School Publication Scheme

Policy last reviewed (date)	January 2022
Ratified by Governors (date)	January 2022
Next policy review due (date)	January 2025
Due for review by Governors (date)	January 2025
Staff Lead	Headteacher

MISSION STATEMENT:

This scheme will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner, supporting the authority with their commitment to making information available to the public as part of its normal business activities.

Significant revisions since the last review:

Updated to Federation Scheme.

See also:

- Freedom of Information: Guide to information available from King James's School (Annex A)

1 INTRODUCTION

- 1.1 The school has adopted the model publication scheme for public authorities (which includes schools), prepared and approved by the Information Commissioner.
- 1.2 Any reference to 'authority' means the school.

2 COMMITMENT

- 2.1 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 issued by the Information Commissioner.
- 2.2 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 scheme available to the public.

3 CLASSES OF INFORMATION

- 3.1 **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- 3.2 **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3.3 **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.

- 3.4 **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 3.5 **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- 3.6 **Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 3.7 **Services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 3.8 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.

4 HOW INFORMATION (PUBLISHED UNDER THIS SCHEME) WILL BE MADE AVAILABLE

- 4.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 4.2 Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.

5 CHARGES

- 5.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 5.2 Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 5.3 Material which is published and accessed on a website will be provided free of charge.
- 5.4 Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for disbursements incurred such as:
- Photocopying
 - Postage and packaging
 - The costs directly incurred as a result of viewing information

- 5.5 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
 - they are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 5.6 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.

6 WRITTEN REQUESTS

- 6.1 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.

FREEDOM OF INFORMATION**ANNEX A****Guide to information available from the Federation under the model publication scheme****Class 1 Who we and what we do**

Organisational information, structures, locations and contacts. This will be current information only.

Information to be published	How the information can be obtained		Cost
	Hard copy	Website	
Constitution and legal governance	✓	✓	
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	✓	✓	
Staffing structure	✓	✓	
School session times and term dates	✓	✓	

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.

Information to be published	How the information can be obtained		Cost
	Hard copy	Website	
Annual budget plan 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

Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.

Information to be published	How the information can be obtained		Cost
	Hard copy	Website	
School profile	Government supplied performance data	✓	
	Latest Ofsted Report	Summary	✓
		Full Report	✓
Performance Management Policy and procedures adopted by the governing body	✓		
School future plans	✓		
Every Child Matters – policies and procedures		✓	

Class 4 How we make decisions

Decision making processes and records of decisions. Current and previous three years as a minimum.

Information to be published	How the information can be obtained		Cost
	Hard copy	Website	
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) 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.
Current information only.

Information to be published		How the information can be obtained		Cost
		Hard copy	Website	
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	✓		
Pupil & curriculum policies, including	Home-school agreement	✓		
	Curriculum			
	Sex education	✓	✓	
	Special educational needs	✓	✓	
	Accessibility			
	Race equality			
	Collective worship			
	Careers education			
	Pupil discipline	✓	✓	
Records management & 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

Currently maintained lists and registers only.

Information to be published		How the information can be obtained		Cost
		Hard copy	Website	
Curriculum circulars and statutory instruments		✓		
Disclosure logs		✓		
Asset register		✓		
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		✓		

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.

Information to be published		How the information can be obtained		Cost
		Hard copy	Website	
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		✓	✓	

Additional Information

Information that is not itemised in the lists above.

Schedule of charges

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

Type of charge	Description	Basis of charge
Disbursement Costs	Photocopying/printing @ p per sheet (black & white)	As per Reprographics contract
	Photocopying/printing @ p per sheet (colour)	As per Reprographics contract
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	£25 per hour labour (minimum charge £25)	