

# Harlington Upper School



## Freedom of Information Act Publication Scheme

Policy Number: HUS043

**Edition : 25 January 2017**

**Approved By:** Governing Body

Document Control		
Edition	Issued	Changes from previous
1	21/01/2013	None – new document
2	29/1/2015	Review frequency to be 2 years
3	25/1/2017	Minor changes to reflect updates to ICO model policy

Policies/Documents referred to in this policy	Postholders/Persons named in this policy

**Review Frequency: 2 years**

**Review Date: January 2019**

## Freedom of Information Act Publication Scheme

### Background

This generic model publication scheme has been prepared and approved by the Information Commissioner.

It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of Information**

### **1. Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **3. What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **4. How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **5. Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **6. Lists and Registers**

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

### **7. 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.
8. All staff employed at Harlington Upper School will be made aware of this publication scheme

## **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. 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 section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Guidance about fees and charges can be found at Appendix 2

## **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 from:

Harlington Upper School  
Goswell End Road  
Harlington, Beds  
LU5 6NX

Email: [enquiries@harlington.org](mailto:enquiries@harlington.org)

Tel: 01525 755100

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

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

Guidance about obtaining information can be found at Appendix 1

## Appendix 1

### Freedom of Information

#### Guide to information available from Harlington Upper School under the publication scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>  This will be current information only	hard copy and/ or website
Academy Funding Agreement – a link to the document on the Department for Education’s website	Hard copy
Academy Order (if applicable)	Hard copy
School staff and structure – names of key personnel	website
Governing body – names and contact details of the governors and the basis of their appointment. Governor’s Register of Business Interests	website
School session times, term dates and holidays	website
Location and contact information – address, telephone number and website	website
School Prospectus	website
GCSE results	Department for Education’s website <a href="http://www.education.gov.uk/schools/performance/">http://www.education.gov.uk/schools/performance/</a>

Information to be published	How the information can be obtained
<p><b>What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>hard copy</p> <p>website for Annual Accounts</p>
Annual budget plan and financial statements	Hard copy
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy
Additional funding – Income generation schemes and other sources of funding.	Hard copy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy
Staffing and grading structure	Hard copy
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy

Information to be published	How the information can be obtained
<p><b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>hard copy and/ or website</p>
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	<p>hard copy and/ or website</p> <p>hard copy and/ or website</p>
<p>Performance management information</p>	<p>Department for Education’s website <a href="http://www.education.gov.uk/schools/performance/">http://www.education.gov.uk/schools/performance/</a></p>
<p>Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>hard copy and/ or website</p>
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>website</p>



Information to be published	How the information can be obtained
<p><b>Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only</p>	hard copy and/ or website
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	hard copy and/ or website
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	hard copy and/ or website
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	hard copy and/ or website

<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	<p>hard copy and/ or website</p>
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	<p>hard copy and/ or website</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Lists and Registers</b>  Currently maintained lists and registers only	hard copy and/ or website; some information may only be available for inspection
Curriculum circulars and statutory instruments	hard copy
Disclosure logs	hard copy
Asset register	Hard copy
Any information the Academy is currently legally required to hold in publicly available registers	hard copy and/ or website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	hard copy and/ or website; some information may only be available for inspection
Extra-curricular activities	website
Out of school clubs	website
School publications	website
Services for which the Academy is entitled to recover a fee, together with those fees	website
Leaflets, booklets and newsletters	website

## **Appendix 2**

### **Fees and Charges**

The FOIA allows the school to charge for providing information. Fees will be calculated taking into account the following:

#### **the prescribed costs:**

these are any costs reasonably incurred by the school:

- in determining whether the school holds information of the description specified in the request
- in locating and retrieving the information and in meeting the applicant's preference for communicating the information
- the cost of associated staff time. But it does not include the cost of staff time incurred in determining whether the school is obliged to comply with the request for information

#### **the disbursements:**

these are any costs directly and reasonably incurred by the school in:

- informing the applicant whether the school holds information of the description specified in the request
- communicating the information to the applicant

The enquirer will be sent a notice of any fees that may be payable. The FOI request will not be complied with until the fee has been paid.