

## Hazelwick School

### FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME

Date of publication	25 <sup>th</sup> May 2018
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This publication scheme commits Hazelwick School to make information available to the public as part of its normal business activities.

The scheme commits Hazelwick:

- 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
- to specify the information which 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 Hazelwick 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
- 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 public authority 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

## **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 Hazelwick School.
- **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**

Hazelwick 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 school's capability, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, the school 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.

Obligations under equality 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 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 regulation 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.

### **Written requests**

Information held by Hazelwick 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.

## Freedom of Information

Guide to information available from Hazelwick under the model publication scheme

<b>Information to be published. This includes datasets where applicable.</b>	<b>How the information can be obtained</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)
Who's who in the school	Website
Who's who on the governing body / board of governors and the basis of their appointment	Website
Instrument of Government	Hard copy
Contact details for the Headteacher and for the governing body.	Website
School prospectus	Hard copy / Website
Annual Report & Financial Statements	Website
Staffing structure	Hard copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website
<p><b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.</p>	hard copy and/or website
Annual budget plan and financial statements	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy

Details of expenditure items over £5,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy
Procurement and contracts the school has relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority).	Hard copy
Pay policy	Hard copy
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
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
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum	(hard copy and/or website)
School profile (if any), and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government, or a direct link to the data</li> <li>• The latest Ofsted Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website Website
Performance management policy and procedures adopted by the governing body.	Hard copy
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Currently N/A
Safeguarding and child protection	Website

<b>Class 4 – How we make decisions</b>	(hard copy and/or website)
Decision making processes and records of decisions. Current and previous three years as a minimum	hard copy and/or website
Admissions policy/decisions (not individual admission decisions) – where applicable	Website
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
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. These will include policies and procedures for handling information requests.	hard copy and/or website
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	In process  A mixture of hard copies and on website
Charging regimes and policies.	Website
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	hard copy or website (some information may only be available by inspection)
Curriculum circulars and statutory instruments	Inspection
Disclosure logs	Inspection
Asset register	Inspection
Any information the school is currently legally required to hold in publicly available registers	

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Extra-curricular activities</p>	<p>Website</p>
<p>Out of school clubs</p>	<p>Website</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Currently N/A</p>
<p>School publications, leaflets, books and newsletters</p>	<p>Website</p>

## 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
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fees</b>	£25 per hour cost for redacting exempt information where appropriate.  £25 per hour for any time above 18 hours collating and preparing information	In accordance with the relevant legislation (FOIA – Section 13.(1)-(3) and 7(5))
<b>Other</b>		

\* the actual cost incurred by Hazelwick School