

FREEDOM OF INFORMATION PUBLICATION SCHEME

DATE OF POLICY: May 2018
Bi-annual Policy

Person Responsible:	Mr N Melton
Reviewed by SLT:	April 2018
Approved by Business Committee:	8 May 2018
Ratified by Full Governing Body:	21 November 2018
Previously ratified:	2 April 2016

Tupton Hall School
REDHILL ACADEMY TRUST



Tupton Hall School

Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information. There are clear exemptions to the requirement to produce information on demand, so as to protect confidential/sensitive/personal data, for example about children or members of staff.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims:

- to provide a caring, disciplined and challenging environment that stimulates the intellectual, emotional, physical, moral and spiritual growth of the pupils;
- to enable each child, whatever their ability, to recognise their own worth and to accept their responsibilities to society;
- to provide a broad and stimulating curriculum based on the National Curriculum, which seeks to develop lively, inquiring minds, and enables children to understand the society in which they live;
- to nurture those basic skills and concepts which are necessary for future education and development;
- to encourage self-confidence, self-discipline and self-motivation so that children may become self-reliant in their learning;
- to enable children to strive for excellence.

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into seven topic areas:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and Registers.
7. The services we offer.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: headteacher@tuptonhall.derbyshire.sch.uk

Tel: **01246 863127**

Fax: **01246 250068**

Contact Address: **Tupton Hall School, station New Road, Tupton, Chesterfield, Derbyshire, S42 6LG.**

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated in the "Cost" column on page 6.

6. Classes of Information Currently Published

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the School?	Website	No charge
Who's who on the Governing Body?	Website	No charge
Contact details for the Headteacher and members of the Governing Body.	Website	No charge
Staffing Structure	Website	No charge
School session times and term dates	Website	No charge
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	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay polices	Hard copy	See charges
Staffing and grading structures	Hard copy	See charges
Governors' expenses	Hard copy	See charges
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews.)		
Government supplied performance data and tables Latest Ofsted report - Summary - Full report	Website	No charge
Performance management policy	Hard copy	See charges

Class 4: How we make decisions
(Decision making processes and record of decisions)
Current and previous three years minimum

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing body and its sub-committees	Hard copy	See charges
Committee Terms of Reference	Hard copy	See charges
Minutes of meetings (as above) – this will exclude information classified as 'Confidential'	Hard copy	See charges

Class 5: Our policies and procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)

School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety • Child Protection • Complaints procedure • First Aid policy • Equality and diversity (including equal opportunities) policies 	Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge
Pupil and curriculum policies, including: <input type="checkbox"/> Sex and relationship education <ul style="list-style-type: none"> • Special Educational needs policy • Accessibility plan • Examination policy and procedures • Anti-bullying • Behaviour policy 	Website Website Website Website Website	No charge No charge No charge No charge No charge
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection • Freedom of Information – publication scheme 	Website	No charge

Class 6: Lists and Registers
Currently maintained lists and registers only

Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)	Hard copy	See charges

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
Extra-curriculum activities and out of school clubs	Hard copy	See charges
School publications and magazines	Hard copy	See charges
Leaflets and newsletters	Hard copy	See charges

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing at 4p per sheet (black and white)	Actual cost
	Photocopying /printing at 15p per sheet (colour)	Actual cost
	Other items e.g. some printed publications or videos	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Office Manager at school.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk