



**Highcliffe School**



# Freedom of Information Publication Scheme

December 2019



## **Freedom of Information Publication Scheme**

Policy Name	Freedom of Information Publication Scheme
Status	Draft
Strategic Objective	To indicate clearly to the public what information is covered by the scheme, and how it can be obtained
Policy Owner	Business and Finance Director
Authorised by	Governing Body
Authorisation Date	1 <sup>st</sup> December 2019
Review Date	31 <sup>st</sup> December 2022
Statutory, Regulatory and/or contractual considerations	The Freedom of Information Act 2000: Section 19
Equality Assessment	Neutral



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

Highcliffe 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 capability of Highcliffe School, 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, Highcliffe 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.

The school may need to consult third parties about information held in scope of a request to consider whether it would be suitable to disclose the information. Situations where third parties may need to be consulted include the following:

- When requests relate to persons or bodies who are not the applicant and/or the school
- When the disclosure of information is likely to affect the interests of persons or bodies who are not the applicant or the school

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.

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.

Also a request can be refused under the following circumstances:



- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow the school to withhold information from a requester.

### **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 Highcliffe 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.

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 Highcliffe 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.

### **Expiry Date**

This publication scheme will remain current until further notice.



<b>Guide to Information available from Highcliffe School under the Freedom of Information Publication Scheme</b>	
<b>Information to be Published</b>	<b>How the information can be obtained</b>
<b>Who we are and what we do</b>	
<b>(Organisational Information, Structures, locations and contacts)</b>	
Academy Funding Agreement	School website
Memorandum and Articles of Association	School website
Governing Body Information	School website
Location and Contact information	School website
Main School Prospectus	School website
Sixth Form Prospectus	School website
School Session times and term dates	School website
<b>What we spend and how we spend it</b>	
Annual Budget	On request
Financial Statements	School website
Capital Funding & Projects	On request
Staffing Structure	On request
Use of Pupil Premium and Year 7 Catch Up monies	School website
<b>What our priorities are and how we are doing</b>	
<b>(strategies and plans, performance indicators, audits, inspections and reviews)</b>	
OFSTED Report	School website
Exam Results	School website
School Improvement Plan	On request
Safeguarding and child protection	School website
<b>How we make decisions</b>	
<b>(Decision making process and record of decisions)</b>	
Admissions policy	School website
Admissions – application numbers and number of successful applicants	On request
Governing Body scheme of delegation	On request
<b>Our policies</b>	
<b>(Current written policies for delivering our services and responsibilities)</b>	
Charging and remissions policy	School website
Special educational needs and disability	School website
Accessibility plan	School website
Behaviour and Rewards	School website
Equality	School website
Freedom of information	School website
Other school policies	School website
<b>The services we offer</b>	
<b>(Information about the services we offer, including leaflets, guidance and newsletters)</b>	
Extra-curricular activities	Web or on request
Out of school clubs	Web or on request
School publications	Web or on request
Leaflets, booklets and newsletters	Web or on request
<b>*On request – in writing or by email to <a href="mailto:office@highcliffeschool.com">office@highcliffeschool.com</a></b>	