FREEDOM OF INFORMATION
PUBLICATION SCHEME
AND GUIDE TO INFORMATION

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<td>Next Review:</td>
<td>March 2019</td>
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Publication Scheme
Freedom of Information Act 2000

1. Rationale:
The Freedom of Information Act 2000 came into force on 1st January 2005 and is applicable to the education sector as a public authority.

Our obligations under the Act are to:
● Publish certain information proactively; and
● Respond to requests for information.

The Act also confers two statutory rights on applicants for information:
● To be told whether or not our school holds certain information; and if so,
● To have that information communicated to them.

2. Introduction: What a publication scheme is and why it has been developed.
One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced a publication scheme, setting out:
● The classes of information which we publish, intend to publish or are readily available on request;
● 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 to be published in the future. All information in our publication scheme is available by contacting the school office.

Some information that we hold may not be made public:

(i) Absolute exemptions: (for which access requests will normally be refused):
● Information accessible by other means, e.g. Governing Body documents
● Court Records
● Personal information about the person who makes the request.

(ii) Qualified Exemptions:
Requests can be refused only if it satisfies the public interest to do so, i.e. would the public interest be best served by withholding the information?
3. Categories of information published
Our publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future or that is readily available on request and conforms to the model scheme for schools approved by the Information Commissioners Office. Our scheme is split into categories of information known as “classes” and is organised into broad topic areas as follows:

WHO WE ARE AND WHAT WE DO

- **Instrument of Government**, the document that records the name and category of the school and the name and constitution of its governing body.

- **School Prospectus and curriculum**— this section sets out information published in the school prospectus. A copy is available for all parents.

The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- The name, address and telephone number of the school, and the type of school
- The names of the Headteacher and Chair of Governors
- Information on the school policy on admissions
- A statement of the school’s ethos and values
- Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- Information about the school’s policy on providing for pupils with special education needs
- Number of pupils on roll and rates of pupils’ authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- The arrangements for visits to the school by prospective parents
- A statement of policy on whole staff development identifying how teachers’ professional development impacts on teaching and learning
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- A statement of the extent to which proposals in the post-inspection plan have been implemented.

- **Governing Body** The names of Governors should be available and the basis on which they have been appointed, along with details of how they can be contacted via the school.
- **School session times and term dates**
- **Location and contact information**

WHAT WE SPEND AND HOW WE SPEND IT

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

- **Annual budget plan and financial statements** including details of any expenditure over £5000
- **Capital funding** details on major plans for capital expenditure
- **Financial audit reports**
• **Procurement and contracts** details of procedures used for the acquisition of goods and services. Details of contracts that have gone through the formal tendering process

• **Pay Policy**

• **Staff allowances and expenses** for senior staff i.e. those whose basic salary is over £60,000

• **Staff pay and grading structures** The names of all staff in the school and how they may be contacted via the school

• **Governors allowances**

**WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING**

Strategies and plans, performance indicators, audits, inspections and reviews.

• **Performance data supplied by the government**

• **Latest Ofsted report**

• **Performance management information** performance management policy adopted by the governing body

• **The school's future plans** any major proposals for the future of the school, e.g. academisation

• **Safeguarding and child protection** Policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children.

**HOW WE MAKE DECISIONS**

Decision making processes and records of decisions

• **Admissions policy / decisions** the school's admission arrangements and procedures, together with information about the right of appeal

• **Minutes of meetings of the governing body and its committees**

**OUR POLICIES AND PROCEDURES**

Current written protocols, policies and procedures for delivering our services and responsibilities.

• **School policies and other documents** this must include, as a minimum, policies, procedures and documents that the school is required to have by statute. This includes the required policies listed on the Department for Education’s website. It will also include polices for handling information requests

**LISTS AND REGISTERS**

• **Disclosure logs** if a school produces a disclosure log indicating the information provided in response to requests, it should be readily available.

• **Asset register** Information from capital asset registers should be available.

• **Any information the school is currently legally required to hold in publicly available registers.**

**THE SERVICES WE OFFER**

Information about the services that the school provides. Examples of such services could include

• **Extra-curricular activities**

• **Out of school clubs**
School publications  
Services for which we charge  
Newsletters

How to request information:

Anyone can request information under the Act as from January 2005 regardless of age, nationality or location. However, if a paper version of any of the documents within the scheme is requested, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below.

School E-mail: school@poolehigh.poole.sch.uk  
School Tel: 01202 666988  
School Fax: 01202 662043  
School Contact address: Wimborne Road, Poole, Dorset BH15 2BW

The request must be in writing, or via e-mail or fax, and include name and contact details of the person requesting the information, and a detailed description of the information sought. Your request will be date stamped on receipt, acknowledged and dealt with within 20 working days.

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”.

If the information you are looking for is not available via the scheme, you can still contact the school to ask if we have it.

4. Record Maintenance
The record keeping system must be maintained so that the records are properly stored and protected, and can easily be located and retrieved. This will include:

- Ensuring adequate storage accommodation is provided for the records, including a statement of server space required now and in the future to enable our IT department to provide adequate electronic storage
- Monitoring the movement and location of records so that they can be easily retrieved and provide an audit trail
- Controlling access to the information
- Identifying vital records and applying the appropriate protection, including a business resumption plan
- Ensuring non-current records are transferred to a place of storage, rather than kept in offices, and that all records sent for storage are clearly annotated with retention dates.

5. Paying for Information
Single copies of information covered by this publication are provided free. 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 publication or videos, we will let you know the cost before fulfilling your request. Costs will be established in line with those specified as appropriate by the Information Commissioner’s Office.
6. Feedback and Complaints
We welcome any comments or suggestions you may have about the scheme. Please address any comments, requests for further assistance or complaints about the scheme to the Headteacher. The Headteacher will be entitled to request the support of a Borough Officer.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint, please contact the Head of Strategy, Quality and Improvement at the Civic Centre. If you are still dissatisfied with the assistance, you receive and you feel a formal complaint needs to be made, 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 Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or Enquiry/Information Line: 01625 545 700, www.informationcommissioner.gov.uk