

## Heckmondwike Grammar School

**Policy:** Freedom of Information *Publication Scheme*

**Status:** Statutory

**Last revision by:** J Flynn

**Date of last revision:** August 2019

**Open view on website:** External

Approved by:	Governing Body
Approval date:	July 2019
Date of next review:	August 2021

Action	Date	By whom
On secure website	October 2019	DJN
On public website (if applicable)	October 2019	LMS
In review schedule	August 2021	JMF

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### 1.0 Introduction

The publication scheme commits the school 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 school.

The scheme commits the school:

- To 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 which falls within the classifications below.
- To 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 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.

### 2.0 Classes of Information

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

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

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

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

### **4.0 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 disbursement 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.

### **5.0 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.

### **6.0 Contact Details**

If you require a paper version of any information, or want to ask whether information is available please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit the school's website at [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk).

Email: [info@heckgrammar.co.uk](mailto:info@heckgrammar.co.uk); Tel: 01924 402202 ; Fax: 01924 418318

Address: Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH



## Freedom of Information

### Guide to information available from Heckmondwike Grammar School under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b>  This will be current information only	Web site	No charge
Academy Funding Agreement – a link to the document on the Department for Education’s website	Web site	No Charge
School staff and structure – names of key personnel	Hard Copy on Request	No Charge
Governing body – names and contact details of the governors and the basis of their appointment	Web site	No Charge
School session times, term dates and holidays	Web site	No Charge
Location and contact information – address, telephone number and website	Web site	No Charge
Contact details for the Headteacher and the Governing Body	Web site	No Charge
School Prospectus	Web site or hard copy at open evening	No Charge
GCSE results – a link to the data on the Department for Education’s website	Web site	No Charge



<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)  This will be a minimum of current and the previous two years financial years accounts that have been filed with the ESFA and and Companies House).	Web site	No Charge
Annual budget plan	Hard copy on request	No Charge
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy on request	No Charge
Additional funding – Income generation schemes and other sources of funding.	Hard copy on request	No Charge
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 on request	Actual costs of copies and postage
Staffing and grading structure	Hard copy on request	No Charge
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Hard copy on request	No Charge
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy on request	No Charge



<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>	Web site	No Charge
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED reports, surveys and letters</li> </ul>	Web site	No Charge
Performance management information	Hard copy on request	Actual costs of copies and postage
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Web site	No Charge
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		Actual costs of copies and postage
Admissions policy - arrangements and procedures and right of appeal.	Web site and hard copy upon registration	No Charge
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy on request	Actual costs of copies and postage
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Web site	No Charge



School policies including: <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>• Information request handling policy</li><li>• Staff recruitment policies</li></ul>	Web site	No Charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex &amp; relationships education</li><li>• Special education needs</li><li>• Accessibility</li><li>• Equality</li><li>• Collective worship</li><li>• Careers education</li><li>• Pupil discipline</li></ul>	Web site	No Charge
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)  Policies and procedures for the recruitment of staff	Web site	No Charge
<b>Lists and Registers</b>  Currently maintained lists and registers only		





Curriculum circulars and statutory instruments	Inspection on request	Costs of retrieval and presentation
Disclosure logs	Inspection on request	Costs of retrieval and presentation
Asset register	Inspection on request	Costs of retrieval and presentation
Any information the Academy is currently legally required to hold in publicly available registers	Inspection on request	Costs of retrieval and presentation

<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		
Extra-curricular activities and clubs	Web site newsletters and routine publications	Free of charge
School publications, booklets, leaflets and newsletters	Web site or hard copy	Free of charge
Leaflets, booklets and newsletters	Web site or hard copy	Normally free of charge