

SHOEBURYNESSE HIGH SCHOOL

A member of Southend East Community Academy Trust



Freedom of Information Policy

MAY 2018

AUTHOR: DEPUTY HEAD
REVIEW: ANNUAL
TARGET: ALL STAFF, PUPILS, PARENTS

**Publication Scheme on information available under
the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme

1. Introduction

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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner. Please read in conjunction with the Data Protection Policy.

2. Aims and Objectives

The school aims to:

- enable every student to fulfil their learning potential, with education that meets the needs of each student; and
- help every student develop the skills, knowledge and personal qualities needed for life and work.

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 four broad topic areas:

- (a) Who we are and what we do

organisational information, location and contacts, constitutional and legal governance.

(b) What we spend and how we spend it

financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

(c) What our priorities are and how we are doing

strategy and performance information, plans, assessments, inspections and reviews.

(d) How we make decisions

policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

(e) Our policies and procedures

current written protocols for delivering our functions and responsibilities.

(f) Lists and registers

information held in registers required by law and other lists and registers relating to the functions of the authority.

(g) The services we offer

advice and guidance, booklets and leaflets, translations and media releases. A description of the services offered.

N.B. These 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.

4. How to request information

If you require a copy of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.shoeburynesshigh.co.uk

The school is required, by law, to provide the information within 20 working days. If more time is needed, you will be informed of the reason for the delay in writing.

Contact Details:

Email: schooloffice@shoeburyness.southend.sch.uk
Tel: 01702 292286
Fax: 01702 292333
Contact Address: Shoeburyness High School, Caulfield Road,
SHOEBURYNESS, Essex SS3 9LL

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 and isn’t on our website, 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 are required to let you know the cost before fulfilling your request.

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

6. 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 Headteacher, Shoeburyness High 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

or

Enquiry/Information Line: 0303 123 1113

E Mail: Complete form at website below

Website : www.ico.org.uk

7. Guide to information available from Shoeburyness High School under the publication scheme

Information to be published	How the information can be obtained	Charge
(a) Who we are and what we do <i>Organisational information, structures, locations and contacts</i> (This will be current information only)		
Academy Funding Agreement – a link to the document on the Department for Education’s website	Electronic*	
Academy Order (if applicable)	Electronic*	
School staff and structure – names of key personnel	website	
Governing body – names and contact details of the governors and the basis of their appointment	website	
School session times, term dates and holidays	website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Principal and the Governing Body	website	
School Prospectus	Electronic* & website	
School Session times and term dates	website	
GCSE results – a link to the data on the Department for Education’s website	Electronic* & website	

(b) What we spend and how we spend it <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i> (This should be a minimum of current and the previous two years financial years – accounts that have been filed with the Charity Commission and Companies House)		
Annual budget plan and financial statements	Electronic*	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Electronic*	
Additional funding – Income generation schemes and other sources of funding.	Electronic*	
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.	Electronic*	
Staffing and grading structure	Electronic*	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Electronic*	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Electronic* & website	

*** Hard copy if electronic copy is not available**

Information to be published	How the information can be obtained	Charge
(c) What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i> (Current information should be published.)		
School profile <ul style="list-style-type: none"> Government supplied performance data OFSTED report – summary and full report 	Electronic*	
Performance management information	Electronic*	
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Electronic*	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Electronic*	

(d) How we make decisions <i>Decision making processes and records of decisions</i> (Current and previous three years as a minimum)		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Electronic*	
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Electronic*	

*** Hard copy if electronic copy is not available**

(e) Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i> (Current information only)		
School policies including: <ul style="list-style-type: none"> Charging and remissions policy Health and Safety and risk assessment Complaints procedure Staff conduct policy Discipline and grievance policies Pay policy Staffing structure implementation plan Information request handling policy Staff recruitment policies 	Website or electronic	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> Home-school agreement Curriculum Sex education Special education needs 	website	

<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 		
Records management and personal data policies <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	Electronic*	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	website	
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	website	

(f) Lists and Registers <i>Currently maintained lists and registers only</i> (some information may only be available for inspection)		
Curriculum circulars and statutory instruments	Electronic*	
Disclosure logs	Electronic*	
Asset register	Electronic*	
Any information the Academy is currently legally required to hold in publicly available registers	Electronic*	

(g) The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i> (Current information only)		
Extra-curricular activities	website	
Out of school clubs	website	
School publications	website	
Services for which the Academy is entitled to recover a fee, together with those fees	Electronic*	
Leaflets, booklets and newsletters	Electronic*	

* Hard copy if electronic copy is not available