



HEADLANDS SCHOOL  
SINCE 1965

# Freedom of Information Publication Scheme

<b>Creation date</b>	Summer 2016
<b>Adopted by Governors</b>	Summer 2016
<b>Reviewed by</b>	AHT Data & Assessment
<b>Review Date</b>	Autumn 2021
<b>Next Review Date</b>	Autumn 2024



## ***This is Headlands School Publication Scheme on information available under the Freedom of Information Act 2000***

*The Governing Body is responsible for ensuring that the School complies with the Act.*

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### **Introduction: the development of a Publication Scheme**

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. In order to comply with the requirements of the Act, the publication scheme covers the school's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively 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.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner's Office (ICO).

### **Classes of information**

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 [www.headlandsschool.co.uk](http://www.headlandsschool.co.uk) to download and print off or available in paper form to be requested from the School.

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 outlined later in this scheme.

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

- personal information.
- 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. This includes information protected by the Data Protection Act.
- 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.

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

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at [www.headlandsschool.co.uk](http://www.headlandsschool.co.uk).

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 the school 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 the scheme.

Contact Address: **Headlands School, Sewerby Road, Bridlington, YO16 6UR**

Email: [admin@headlandsschool.co.uk](mailto:admin@headlandsschool.co.uk)

Tel: **01262 676198**

To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION - PUBLICATION SCHEME REQUEST**" (in bold CAPITALS).

### **Charges which may be made for information published under this scheme**

- Information published and accessed on the school website is 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
  - 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 circumstances, including the general principles of the right of access to information held by schools, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.
- Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under 11B of the Freedom of Information Act, or with other statutory powers of the school.
- 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 the 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.

## Appendix - Classes of Information

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i>		
Who's who in the school	Hard Copy	No charge
Who's who on the Governing Body and the basis of their appointment	Website	No charge
Instrument of Government	Hard Copy	No charge
Contact details for the Head Teacher and members of the Governing Body	Website	No charge
School Prospectus	Website/Hard Copy	No charge
The Sixth Form Prospectus	Website/Hard Copy	No charge
Staffing Structure	Hard Copy	No charge
School session times and Term Dates	Website	No charge

<b>Class 2: What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual budget plan and financial statements	Hard Copy	See charges
Capital funding	Hard Copy	See charges
Financial Audit Report	Hard Copy	See charges
Procurement and Projects	Hard Copy	See charges
Pay Policy	Hard Copy	See charges
Staffing and Grading Structure	Hard Copy	See charges
Governors' Expenses	Hard Copy	See charges

<b>Class 3: What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Performance data supplied to the government	Hard Copy	See charges
Latest Ofsted Report	Website	No charge
Staff Appraisal Policies and Procedures adopted by the Governing Body	Hard Copy	See charges
Safe Guarding and Child Protection	Website	No charge

<b>Class 4: How we make decisions</b> <i>(Decision making processes and records of decisions)</i>		
Admissions Policy/decisions (not individual admissions decisions)	Website	No charge
Minutes of meetings of the Governing Body and its sub-committees (this will exclude information classified as 'Confidential')	Hard Copy	See charges
Committee Terms of Reference	Hard Copy	See charges

Information to be published	How the information can be obtained	Cost
<b>Class 5: Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<i>School Policies including:</i> <ul style="list-style-type: none"> <li>• Child Protection &amp; Safeguarding</li> <li>• Complaints</li> <li>• Health &amp; Safety</li> </ul>	Website/Hard Copy	No charge/See charges
<i>Student and Curriculum Policies including:</i> <ul style="list-style-type: none"> <li>• Anti-Bullying, Harassment and Discrimination</li> <li>• Behaviour for Learning</li> <li>• Children Looked After</li> <li>• Curriculum</li> <li>• Drugs</li> <li>• Educational Visits</li> <li>• Homework</li> <li>• Literacy</li> <li>• Numeracy</li> <li>• SEND</li> <li>• Sex and Relationship Education</li> </ul>	Website/Hard Copy	No charge/See charges
<i>Records management and personal data policies, including:</i> <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• E-Safety</li> <li>• Freedom of Information - Publication Scheme</li> </ul>	Website/Hard Copy  Website	No charge/See charges  No charge
<i>Equality and Diversity</i> Equality Policy Equality Duty Statement	Hard Copy Website	See Charges No Charge
<i>Policies and Procedures for the Recruitment of Staff</i> Staff Recruitment Policy	Hard Copy	See Charges
<i>Charging Regimes and Policies</i> Charging & Remissions Policy	Website	No charge

<b>Class 6: Lists and Registers</b>		
Curriculum circulars and Statutory Instruments	Hard Copy	See charges
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 (EXCLUDES ATTENDANCE REGISTERS)	Hard Copy	See charges

Information to be published	How the information can be obtained	Cost
<b>Class 7: The Services We Offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Extra-curricular Activities and Out of School Clubs	Website	No charge
School Publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	See charges
Leaflets and Newsletters	Website	No charge

Schedule of Charges Type of Charge	Description	Basis of Charge
<b>Disbursement Cost</b>	A4 single sided Black & White Photocopying or Printing at 5p per sheet	Actual cost
	A4 single sided Colour Photocopying or Printing at 20p per sheet	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> Class
<b>Statutory Fee</b>		In accordance with relevant legislation