



## **The Freedom of Information Act 2000** **Publication Scheme January 2009**

This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Cheslyn Hay Sport and Community High School without further approval and will be valid until further notice.

This publication scheme commits us 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits us to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority 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.

### **Classes of Information**

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

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

#### **What we spend and how we spend it.**

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

#### **What our priorities are and how we are doing.**

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

#### **How we make decisions.**

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

#### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

#### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the school.

#### **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.

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

The information covered by this scheme is available by contacting the school on the details listed below.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details are 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 a 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 this scheme.

### **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 authority 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 us 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.

### **Contact Details**

School website: [www.cheslynhay-high.staffs.sch.uk](http://www.cheslynhay-high.staffs.sch.uk)  
School contact: Cheslyn Hay Sport & Community High School  
Saredon Road  
Cheslyn Hay  
Staffs  
WS6 7JQ  
Tel: 01922 416024  
Fax: 01922 414411  
Email: [office@cheslynhay-high.staffs.sch.uk](mailto:office@cheslynhay-high.staffs.sch.uk)

**The Freedom of Information Act 2000  
Schedule of Available Information**

<p><b>Who we are and what we do</b></p> <ul style="list-style-type: none"> <li>• School Prospectus</li>   <li>• Board of Governors</li>   <li>• School session times and term dates</li>   <li>• Location and contact information</li> </ul>	<ul style="list-style-type: none"> <li>• Information about the implementation of the governing body's policy on pupils with special educational needs (SEN)</li> <li>• A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan</li>   <li>• The names, of the governors are available and the basis on which they have been appointed.</li>   <li>• Details of the school session times and dates of school terms and holidays</li>   <li>• The address, telephone number and website for the school together with the names of key personnel.</li> </ul>
<p><b>What we spend and how we spend it</b></p> <ul style="list-style-type: none"> <li>• Annual budget plan and financial statements</li>   <li>• Capital funding</li>   <li>• Additional funding</li>   <li>• Procurement and contracts</li>   <li>• Pay policy</li> <li>• Staffing and grading structure</li> <li>• Governors' allowances</li> </ul>	<ul style="list-style-type: none"> <li>• Details of the individual schools budget distributed by the Local authority and the schools annual income and expenditure returns</li>   <li>• Details of the capital funding allocated to the school together with information on related building projects and other capital projects</li>   <li>• Income generation schemes and other sources of funding.</li>   <li>• Details of procedures used for the acquisition of goods and services. Details of contracted that have gone through a formal tendering process.</li>   <li>• The statement of the school's policy and procedures regarding teachers' pay.</li>   <li>• Details of allowances and expenses that can be claimed</li> </ul>
<p><b>What our priorities are and how we are doing.</b></p> <ul style="list-style-type: none"> <li>• School profile</li>   <li>• Performance management information</li>   <li>• Schools future plans</li>   <li>• Every Child Matters/Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>• The contents of the school profile is as follows: <ul style="list-style-type: none"> <li>○ Government supplied performance data</li> <li>○ Summary of latest Ofsted report</li> </ul> </li> <li>• Performance management policy and procedures adopted by the governing body</li>   <li>• The contribution of the school to the five Every Child Matters outcomes. .</li> </ul>

<p><b>How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Admissions policy/decisions</li> <li>• Minutes of meetings of the Governing body and its sub-committees</li> </ul>	<ul style="list-style-type: none"> <li>• The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which application were successful) should be if this information is held by the school</li> <li>• Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</li> </ul>
<p><b>Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• School policies</li> <li>• Pupil and Curriculum policies</li> <li>• Records management and personal data policies</li> <li>• Equality and diversity</li> <li>• Policies and procedures for the recruitment of Staff</li> <li>• Charging regimes and policies</li> </ul>	<ul style="list-style-type: none"> <li>• This will include school policies and procedures. It will also include policies and procedures for handling information requests</li> <li>• This will include such policies as home-school agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline</li> <li>• This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</li> <li>• This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</li> <li>• If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</li> <li>• Gives details of any statutory charging regimes.</li> </ul>
<p><b>Lists and Registers.</b></p> <ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> <li>• Disclosure logs</li> <li>• Asset Register</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory instruments (for example Regulations) departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum</li> <li>• Information provided in response to requests.</li> <li>• Capital Asset register</li> </ul>
<p><b>The Services we Offer.</b></p>	<ul style="list-style-type: none"> <li>• Extra-curricular activities</li> <li>• Out of school clubs</li> <li>• Head's newsletter</li> <li>• Booklets and leaflets</li> </ul>