



Review frequency (Free/annual/etc.)	(Free) every 2 years
Date of initial review (Finance & Staffing).	June 2021
Date of approval by/circulation to FGB	24 <sup>th</sup> June 2021
Signed by Chair Finance Committee (W Dix)	<i>W Dix</i>
Next review date	Summer 2026
Date received by Staff	Week commencing 15 July 2024

## The Freedom of Information Act Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Stafford Manor High School without further approval and will be valid until further notice.

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

The scheme commits a school:

- 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.
- Information that will be published in the near future.

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

In writing includes, email, letter, on-line form and fax.

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

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

- Instrument of Government
- School prospectus
- Board of Governors – contact details
- School session times and term dates
- Location and contact information

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

- Annual budget plan and financial statements
- Annual income and expenditure return
- Capital funding
- Additional funding
- Procurement and contracts
- Whole School Pay policy
- Staffing and grading structure
- Governors' allowances

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

- School profile including Ofsted reports
- Performance management information
- School future plans
- Every child matters / child protection
- Child Protection Policy

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

- Admissions policy
- Application numbers
- Minutes of meeting of the Governing body and its sub-committees (including agendas and supporting papers)

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

- School Policies
  - Charging policy
  - Health and safety policy
  - Complaints procedures
  - Staff disciplinary
  - Grievance policy
  - Performance management policy
  - Managing staff attendance procedure
  - Request to view information procedure
- Pupil and Curriculum policies
  - Home-school agreement policy

- School Behaviour Policy and Behaviour Principles Written Statement
- Records management and personal data policies
  - Privacy notice
  - Records management (including retention) guidelines
  - How to deal with requests for personal data from third parties including the police, social services and health workers (guide for staff)
- Equality and diversity
- Policies and procedures for the recruitment of staff
  - Job descriptions
  - Vacancy information
- Data Protection Policy

**List and Registers.**

- Curriculum circulars and statutory instruments

**The Services we offer.**

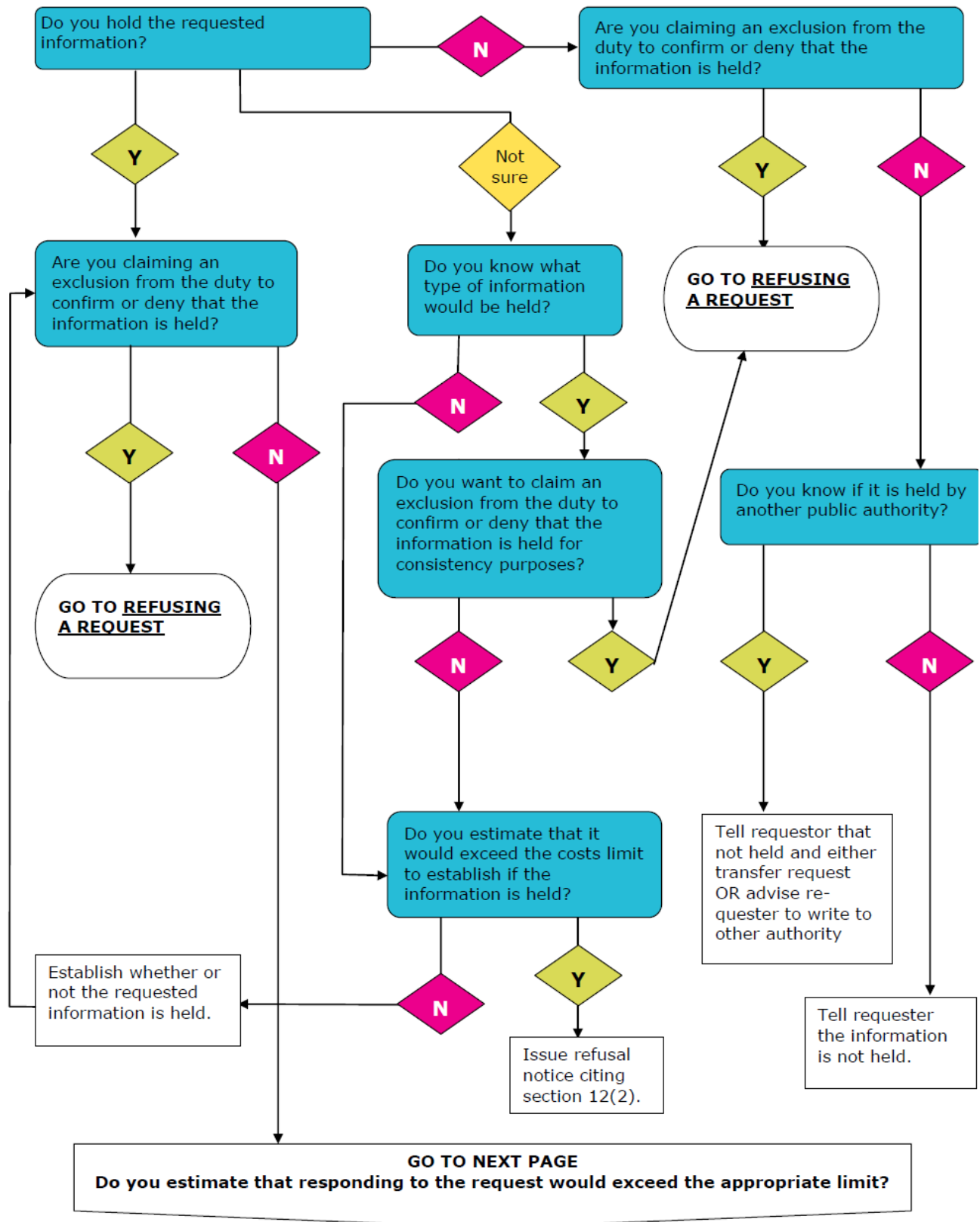
- Extra-curricular activities
- School publications
- School website

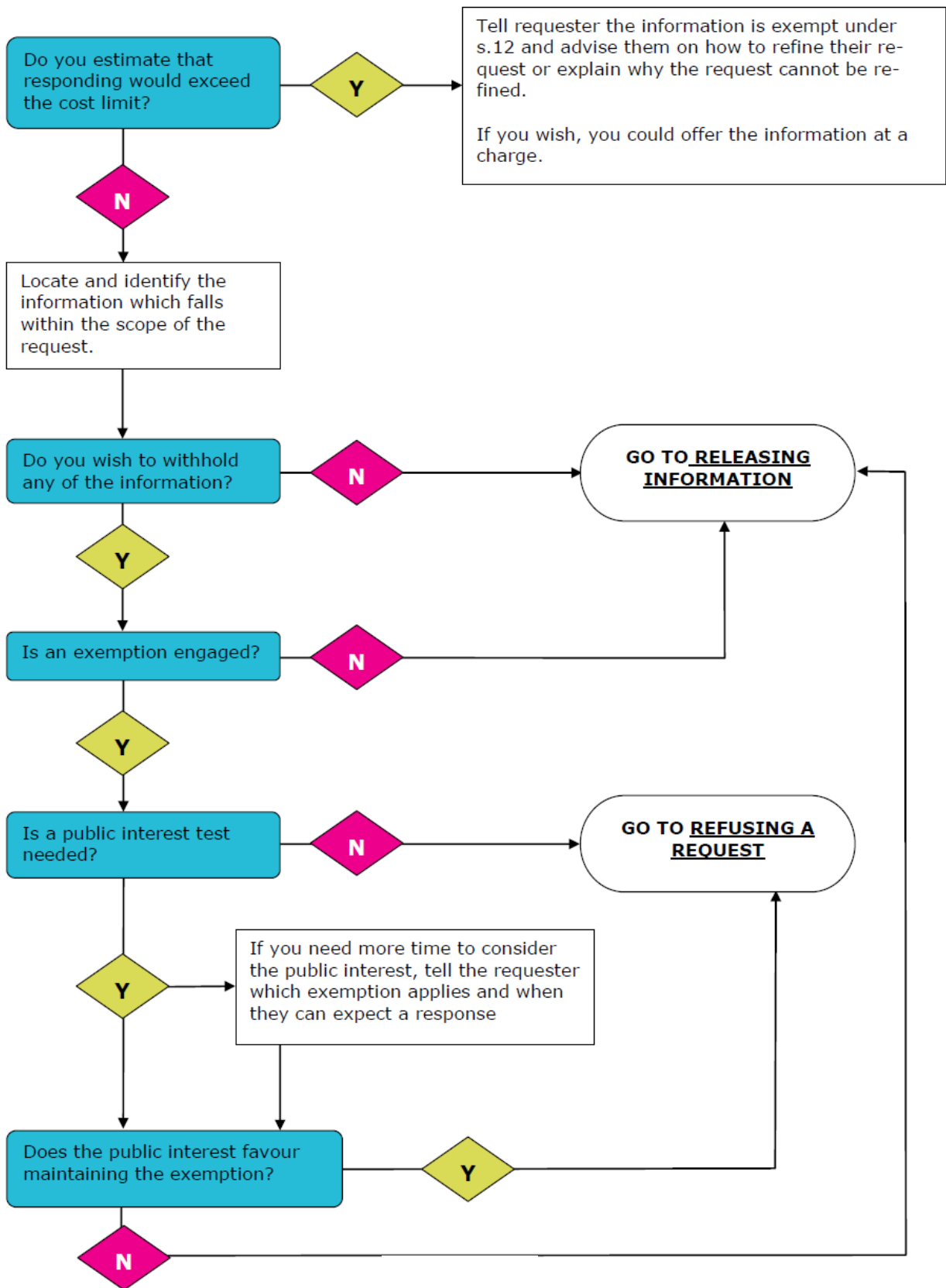
**Contact Details**

[www.staffordmanorhighschool.com](http://www.staffordmanorhighschool.com)

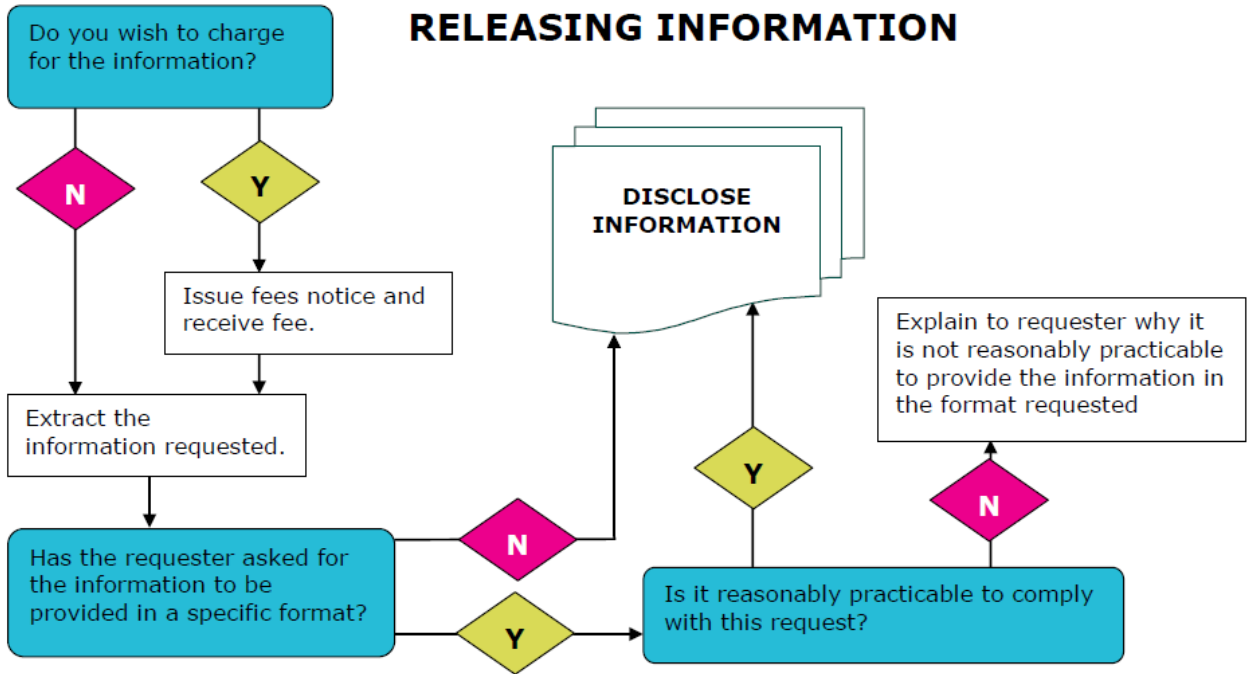
To obtain a copy please speak to our administration staff or write to the Headteacher, Stafford Manor High School, Wolverhampton Road, Stafford, ST17 9DJ.

## Request Handling Procedure





## RELEASING INFORMATION



## REFUSING A REQUEST

