

All Saints Catholic High School (the Authority) Freedom of Information Act publication scheme

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public Authority without further approval and will be valid until further notice.

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

The scheme commits an Authority:

- 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 Authority 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 Authority 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 Authority.

- 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 Authority 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 public Authority, 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, a public Authority 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.

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 will be requested prior to provision of the information.

Written requests

Information held by the 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.

Contact:

Mrs N J Brady, Clerk to the Governors
All Saints Catholic High School
Granville Road
Sheffield
S2 2RJ

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

Information to be published	How the information can be obtained	Charge
Who we are and what we do		
Academy Funding Agreement – link to the Department for Education website	Website	Free
School staff and structure – names of key personnel	Hard copy from the school/website	Free
Governing body – names and contact details of the governors and the basis of their appointment	Website	Free
School session times, term dates and holidays	Website	Free
Location and contact information – address, telephone number and Head’s details	Website	Free
School Prospectus	Website	Free
GCSE results – a link to the data on the Department for Education’s website	Website	Free
What we spend and how we spend it		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual financial statements	Website	Free
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	At the actual cost to the Academy
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/Inspection only	At the actual cost to the Academy
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	At the actual cost to the Academy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy	At the actual cost to the Academy
What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
OFSTED report – summary and full report	Website	Free
Section 48 report	Website	Free
Academy’s future plans – any major proposals	Website	Free
How we make decisions		
(Decision making processes and records of decisions)		
Admissions policy - arrangements and procedures and right of appeal – including information on application numbers and number of successful applicants.	Website /Prospectus	Free
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard copy/Inspection	Free

Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Accessibility (plan) Anti-bullying Behaviour for Learning Charging and remissions Complaints procedure Data protection-privacy notice Equality and Diversity statement e-safety Exclusion Management of Learning Behaviour Safeguarding Special Educational Needs	Website	Free
Accessibility (policy) Attendance Capability policy Collective worship Community Cohesion Curriculum Health and Safety and risk assessment Home-school agreement Sex and relationships education Staff code of conduct policy Staff discipline and grievance policies Whistleblowing	Hard copy	At the actual cost to the Academy
Lists and Registers		
Currently maintained lists and registers only		
Asset register	Inspection only	At the actual cost to the Academy
Any information the Academy is currently legally required to hold in publicly available registers	Inspection only	At the actual cost to the Academy
The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities & Out of school clubs	Website	Free