

Highfield South Farnham School

Freedom of Information Publication Scheme

This model publication scheme has been prepared in accordance with the model scheme for academies approved by the Information Commissioner.

This publication scheme commits the school to make certain 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.

This scheme commits the 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.
- 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, and 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 term 'relevant copyright work' is defined in section 19(8) of that Act.

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, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, policies, 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 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.

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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 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 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.

Contact Details

A copy of this publication scheme is available on our website www.highfield-sf.surrey.sch.uk or in hard copy format from the School Office. To obtain a copy please speak to the office staff or write to the Headteacher Mr Gregory West, Highfield South Farnham School, Weydon Lane, Farnham, Surrey GU9 8QH.

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Publication Scheme on Information Available Under the Freedom of Information Act 2000

Class 1 - Who we are and what we do

- Who's who in the school
- Who's who on the trust board and local governing body
- Articles of Association
- Contact details for the Headteacher and for the governing body
- School Prospectus
- School session times and term dates
- Location and contact information – including staff contact details

Class 2 - What we spend and how we spend it

- Annual budget plan and financial statements
- Annual accounts for current year and previous financial year
- Capital funding
- Additional funding
- Procurement and projects
- Pay policy
- Staff allowances and expenses incurred or claims with totals paid to individual senior staff members (Senior Leadership Team whose basic salary is at least £60,000) by reference to categories
- Staffing pay and grading structure
- Governors' Allowances

Class 3 – What our priorities are and how we are doing

- Direct link to performance data
- Ofsted reports
- Schools future plans
- Safeguarding and child protection

Class 4 – How we make decisions

- Admissions policy
- Agendas of meetings of the Governing Body
- Minutes of meetings of the Governing Body and its sub-committees (nb this will exclude information that is properly regarded as private to the meetings.)

Class 5 – Our policies and procedures

- School policies
 - Charging and remissions policy
 - Health and Safety
 - Complaints procedures
 - Equality and diversity (including equal opportunities) policies
 - Staffing policies
 - Request to view information procedure
- Pupil and Curriculum policies including
 - Home-school agreement
 - Curriculum
 - Sex education
 - Collective worship
 - Special Educational Needs
 - Accessibility
 - Race Equality policy
 - Pupil discipline
- Records management and personal data policies
 - Information security policy
 - Data protection (including information sharing policies)
 - Records management (including retention, destruction and archive) policies
- Equality and diversity

Policies, schemes, statements, procedures and guidelines relating to equal opportunities

Class 6 – List and Registers

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Information the school is currently legally required to hold in publicly available registers (this does not include the Attendance register)

Class 7 – The Services we offer

- Extra-curricular activities
- Out of school clubs
- School publications
- School Newsletters

Schedule of fees

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation