



Freedom of Information Act Publication Scheme

1. Introduction

1.1 This publication scheme commits Upton-by-Chester High 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 the information is held by Upton-by-Chester High School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

1.2 The scheme commits Upton-by-Chester High School:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by Upton-by-Chester High School and falls within the classifications below.
- To specify the information which is held by Upton-by-Chester High 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 Upton-by-Chester High School makes available under the scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make the publication scheme available to the public.

2. Classes of Information

2.1 Who we are and what we do

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of Upton-by-Chester High School.

2.7 The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

2.8 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.

3. The methods by which information published under this scheme will be made available

3.1 Information available under this scheme and how it can be obtained is detailed in **Appendix A**

3.2 Where it is within the capacity of Upton-by-Chester High School, information will be provided on a website. Where it is impractical to make information available on a website, or when an individual does not wish to access the information by the website, Upton-by-Chester High School will indicate how information can be obtained by other means and provide it by those means.

- 3.3 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.
- 3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where it is legally required to translate any information, Upton-by-Chester High School will do so.
- 3.5 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.

4. Charges which may be made for information published under the scheme

- 4.1 The purpose of this scheme is to make the maximum amount of information readily available, at minimal inconvenience and cost, to the public. Charges made by Upton-by-Chester High School for routinely published material will be transparent and kept to a minimum.
- 4.2 Material which is published and accessed on a website will be provided free of charge.
- 4.3 Charges may be made for information subject to a charging scheme specified by Parliament.
- 4.4 Charges may be made for actual disbursements incurred such as:
- Photocopying
 - Postage and packaging
 - The costs directly incurred as a result of viewing information
- 4.5 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.
- 4.6 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.

5. Written Requests

- 5.1 Information held by Upton-by-Chester High 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 to the Headteacher, Upton-by-Chester High School, St James Avenue, Chester CH2 1NN.

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| Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”. | How the information can be obtained | Cost |
|---|-------------------------------------|-----------------------------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>(hard copy and/or website)</p> | |
| <p>Who’s who in the school</p> | <p>Website / Hard copy</p> | <p>Cost of photocopying</p> |
| <p>Who’s who on the governing body / board of governors and the basis of their appointment</p> | <p>Website / Hard copy</p> | <p>Cost of photocopying</p> |

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| Instrument of Government / Articles of Association | Website / Hard copy | Cost of photocopying |
|--|---|----------------------|
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible). | Website / Hard copy | Cost of photocopying |
| School prospectus (if any) | Website / Hard copy (separate Main School & 6 th Form prospectuses) | Free |
| Annual Report (if any) | | |
| Staffing structure | Website / Hard copy | Cost of photocopying |
| School session times and term dates | Website / Hard copy | Cost of photocopying |

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| Address of school and contact details, including email address. | Website / Hard copy | Cost of photocopying |
|---|----------------------------|----------------------|
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | (hard copy and/or website) | |
| Current and previous financial year as a minimum | Hard copy | Cost of photocopying |
| Annual budget plan and financial statements | Hard copy | Cost of photocopying |
| Capital funding | Hard copy | Cost of photocopying |
| Financial audit reports | Hard copy | Cost of photocopying |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard copy | Cost of photocopying |

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| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | Hard copy | Cost of photocopying |
| Pay policy | Hard copy | Cost of photocopying |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories. | Hard copy | Cost of photocopying |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | Hard copy | Cost of photocopying |

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| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | Hard copy | Cost of photocopying |
|---|------------------------|----------------------|
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p> | (hard copy or website) | |
| <p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data | Website / Hard copy | Cost of photocopying |

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|---|---|----------------------|
| <ul style="list-style-type: none"> The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report Post-inspection action plan | Website / Hard copy | Cost of photocopying |
| Performance management policy and procedures adopted by the governing body. | Hard copy | Cost of photocopying |
| Performance data or a direct link to it | Website / Hard copy | Cost of photocopying |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Published on the website as and when they arise / Hard copy | Cost of photocopying |

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| Safeguarding and child protection | Website / Hard copy | Cost of photocopying |
|---|--|-----------------------------|
| <p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p> | | |
| <p>Admissions policy/decisions (not individual admission decisions) – where applicable</p> | <p>Website / Hard copy (current / future) Hard copy (previous years) Hard copy</p> | <p>Cost of photocopying</p> |
| <p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p> | <p>Hard copy</p> | <p>Cost of photocopying</p> |

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|--|------------------------|--|
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p> | (hard copy or website) | |
|--|------------------------|--|

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|--|----------------------------|-----------------------------|
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | <p>Website / Hard copy</p> | <p>Cost of photocopying</p> |
| <p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p> | <p>Website</p> | <p>Cost of photocopying</p> |

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Class 6 – Lists and Registers

| | | |
|--|--|----------------------|
| Currently maintained lists and registers only (this does not include the attendance register). | (hard copy or website; some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | Hard copy | Cost of photocopying |
| Disclosure logs | Hard copy | Cost of photocopying |
| Asset register | Inspection | |
| Any information the school is currently legally required to hold in publicly available registers | Hard copy | Cost of photocopying |

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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy or website; some information may only be available by inspection) | |
| Current information only | Website / Hard copy | Cost of photocopying |
| Extra-curricular activities | Website / Hard copy | Cost of photocopying |
| Out of school clubs | Website / Hard copy | Cost of photocopying |
| Services for which the school is entitled to recover a fee, together with those fees | Website / Hard copy | Cost of photocopying |
| School publications, leaflets, books and newsletters | Website / Hard copy | Cost of photocopying |

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| Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above | | |
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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|------------------------|
| Disbursement cost | Mono photocopying / printing per sheet:- A4 Simplex (mono) – 2p A4 Duplex (mono) – 4p A3 Simplex (mono) – 3p A3 Duplex (mono) – 4p | Actual cost* |

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| | Colour photocopying / printing per sheet:- | Actual cost* |
|----------------------|--|--|
| | A4 Simplex (colour) – 6p A4 Duplex (colour) - 12p A3 Simplex (colour) – 7p A3 Duplex (colour) – 12p | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

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* the actual cost incurred by the public authority