

## Freedom of Information - Publication Scheme

This publication scheme relates to information that is available under the Freedom of Information Act 2000 and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the school complies with the Act.

### Introduction: the development of a Publication Scheme

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the school's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the school and falls within the classifications of Annex 1 below.
- To specify the information that is held by the school and falls within the classifications of Annex 1 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.

### Categories of Information Published

The Publication Scheme is a guide to the information which is published. This information is categorised in 'Classes' as outlined in Annex 1.

The classes of information will be made available unless:

- We do not hold the information.

- 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. This includes information protected by the Data Protection Act.
- 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.
- It would be impractical or resource-intensive to prepare the material for routine release.

### Requests for Information

Information that is not published under the scheme can be requested by email, letter or fax.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

### Contact details

e-mail: [enquiries@bedford.wigan.sch.uk](mailto:enquiries@bedford.wigan.sch.uk)

Tel: 01942 909009

Address:

Bedford High School  
Manchester Road  
Leigh  
WN7 2LU

Please make the subject of your request "PUBLICATION SCHEME REQUEST".

### Paying for Information

Information published on the school website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video

In such instances, you will be notified in advance.

Annex 1: Guide to information available from Bedford High School under the Model Publication Scheme

| Information to be published  | How the information can be obtained | Cost        |
|--|-------------------------------------|-------------|
| <p><b>Class 1: Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p>   |                                     |             |
| Who's who in the school  | Website                             | No charge   |
| Who's who on the Governing Body and the basis of their appointment   | Website                             | No charge   |
| Governance Arrangements  | Website                             | No charge   |
| Instrument of Government Community Schools   | Website                             | No charge   |
| Location and contact information   | Website                             | No charge   |
| Staffing Structure   | Hard copy                           | See charges |
| School session times and term dates  | Website                             | No charge   |
| Outline of the school curriculum   | Website                             | No charge   |
| <p><b>Class 2: What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement and contracts)</p> <p>Current and previous two financial years</p> |                                     |             |
| Annual budget plan and financial statements  | Hard copy                           | See charges |
| Capital funding  | Hard copy                           | See charges |
| Procurement and projects   | Hard copy                           | See charges |

| Information to be published   | How the information can be obtained | Cost        |
|---|-------------------------------------|-------------|
| Pay policy  | Hard copy                           | See charges |
| Staff pay and grading structure   | Hard copy                           | See charges |
| Recruitment of Staff  | Website                             | No charge   |
| <p><b>Class 3: What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>      |                                     |             |
| Government supplied Performance data supplied to the government (DFE)   | Website                             | No charge   |
| Latest Ofsted report  | Website                             | No charge   |
| Performance management policy and procedures adopted by the Governing Body  | Hard copy                           | See charges |
| Safeguarding - policies and procedures  | Website                             | No charge   |
| <p><b>Class 4: How we make decisions</b></p> <p>(Decision making processes and records of decisions)<br/>Current and previous three years as a minimum</p>      |                                     |             |
| Admissions policy/decisions (not individual admissions decisions)   | Website                             | No charge   |
| Agendas of meetings of the Governing Body and its sub-committees. This will exclude information classified as confidential                                      | Hard copy                           | See charges |
| <p><b>Class 5: Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> |                                     |             |
| School policies and other documents including:  |                                     |             |
| Accessibility Plan  | Website                             | No charge   |

| Information to be published                              | How the information can be obtained | Cost      |
|--|-------------------------------------|-----------|
| Admission arrangements                                   | Website                             | No charge |
| Anti-bullying policy                                     | Website                             | No charge |
| Attendance Policy  | Website                             | No charge |
| Behaviour and Rewards policy                             | Website                             | No charge |
| Careers Education  | Website                             | No charge |
| Charging and remission policy                            | Website                             | No charge |
| Child Protection policy                                  | Website                             | No charge |
| Compliments and Complaints policy                        | Website                             | No charge |
| Equality policy  | Website                             | No charge |
| Equality Scheme  | Website                             | No charge |
| Exam and Assessment results                              | Website                             | No charge |
| Pupil Premium Strategy Statement                         | Website                             | No charge |
| Relationships & Sex Education policy                     | Website                             | No charge |
| Safeguarding policy                                      | Website                             | No Charge |
| SEN & Disability Report and School Offer                 | Website                             | No Charge |
| SEND Inclusion policy                                    | Website                             | No Chg    |
| Records management and personal data policies including: |                                     |           |

| Information to be published  | How the information can be obtained | Cost        |
|--|-------------------------------------|-------------|
| Records retention  | Hard copy                           | See charges |
| Data protection  | Website                             | No charge   |
| Freedom of information – Policy & Publication Scheme   | Website                             | No charge   |
| <b>Class 6: Lists and Registers</b>  |                                     |             |
| Currently maintained lists and registers only  |                                     |             |
| Asset register   | Hard copy                           | See charges |
| Any information the school is currently legally required to hold in publicly available registers<br>THIS DOES NOT INCLUDE ATTENDANCE REGISTERS | Hard copy                           | See charges |
| <b>Class 7: The services we offer</b>  |                                     |             |
| (Information about the services the school provides, including leaflets, guidance and newsletters)   |                                     |             |
| Extra-curricular activities, videos & out of school clubs  | Website                             | No charge   |
| School publications  | Website                             | No charge   |
| Leaflets and newsletters   | Website                             | No charge   |

## Schedule of Charges

| Type of Charge    | Description   | Basis of Charge                              |
|-------------------|---|--|
| Disbursement cost | Photocopying/printing at 6p per sheet (black & white)     | Actual cost                                  |
|                   | Photocopying/printing at 15p per sheet (colour)           | Actual cost                                  |
|                   | A3 Photocopying/printing at 10p per sheet (black & white) | Actual cost                                  |
|                   | A3 Photocopying/printing at 22p per sheet (colour)        | Actual cost                                  |
|                   | Postage   | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee     |   | In accordance with the relevant legislation  |