

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

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>Class 1: Who we are and what we do</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>Class 2: What we spend and how we spend it</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>Class 3: What our priorities are and how we are doing</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>Class 4: How we make decisions</p> <p>(Decision making processes and records of decisions) 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>Class 5: Our policies and procedures</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
Class 6: Lists and Registers		
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 THIS DOES NOT INCLUDE ATTENDANCE REGISTERS	Hard copy	See charges
Class 7: The services we offer		
(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