

This is the Hillside Specialist School and College Publication Scheme On information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

Introduction: What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools to provide in order to meet their commitments under the model publication scheme. It will be of most use to schools developing their own guide to information. Alternative model guides to information for Nursery and Primary schools will be available when released by the ICO. In the meantime it is recommended that such schools adopt this approach but areas relevant only to Secondary schools are not included.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published and
- Whether the information is available free of charge or on payment

The ICO would expect schools to make the information in this document available unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible
- Or it would be impractical or resource intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off. Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the latest model scheme for schools approved by the ICO.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The School does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it alternative formats and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the School by telephone, email or letter. Contact details are set out below or you can visit our website at www.hillside.lancsngfl.ac.uk

Email – dpo@hillside.lancs.sch.uk

Telephone – 01772 782205

Address – Hillside Specialist School and College, Ribchester Road, Longridge, Preston, Lancashire, PR3 3XB

To help us process your request quickly, please clearly mark any correspondence **‘PUBLICATION SCHEME REQUEST’** (in CAPITALS please). If the information you are looking for isn’t available via the scheme (and isn’t on our website), you can still contact the school to ask if we hold that information.

Paying for Information

Information published on our website is free, although you may incur costs from your Internet service provider.

Single copies of information covered by this publication are provided free unless stated. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or it is for a priced item such as printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ in the description box.

Classes of Information Currently Published

| Information to be published | How the information can be obtained | Cost |
|--|---|------------------------------|
| Who we are, what we do Organisational information, structures, locations and contacts (this will be current information only) | Website | Free |
| Governing Board The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. The names and contact details should be available and the basis on which they have been appointed. Minutes of meetings of the Governing Board and its sub committees. | Hard copy from School Website Hard copy from School | £ Free £ |
| School Information, including: School Prospectus School session times/term dates Location and contact information The address, telephone number and names of key personnel. | Website or hard copy from School Website Website | Free Free Free |
| Financial Information What we spend and how we spend it. Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum. Annual budget plan and financial statements – individual school budget share and the schools annual income and expenditure returns. Capital Funding – details of the capital funding allocated to the school together with information on related building projects and other capital projects. | Hard copy from School Hard copy from School Hard copy from School | £ £ £ |

| Information to be published | How the information can be obtained | Cost |
|--|--|----------------------------|
| <p>Finance continued... Additional funding – income generation schemes and other sources of funding.</p> <p>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.</p> <p>Pay Policy – including staffing and grading structure, statement of the School’s policy and procedures regarding teachers pay. Governor allowances and details of allowances and expenses that can be claimed or incurred.</p> | <p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p> | <p>£</p> <p>£</p> <p>£</p> |
| <p>School Development and Improvement What our priorities are and how we are achieving these priorities. This also includes any major proposal for the future of the School.</p> | <p>Website/hard copy from School</p> | <p>£</p> |
| <p>Performance Management Information Policy and procedures as adopted by the Governing Body.</p> | <p>Hard copy from School</p> | <p>£</p> |
| <p>Safeguarding/Child Protection Safeguarding Policy</p> | <p>Website/hard copy from School</p> | <p>£</p> |
| <p>School Policies: Such as – curriculum policies, charging and remissions, health and safety, complaints procedure, equality and diversity, recruitment and selection of staff and the procedures for this.</p> | <p>Website/hard copy from School</p> | <p>£</p> |
| <p>Services we offer: Information about the services we provide including newsletters, leaflets</p> <p>This will be current information only.</p> | <p>Website</p> | <p>Free</p> |

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you wish to make any comments about this Publication Scheme or if you require further assistance or wish to make a complaint, this should initially be addressed by the Headteacher.

If you are not satisfied with the assistance you receive or if we have not been able to resolve your complaint and you feel that a formal complaint is needed, this should be addressed to the Information Commissioners Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A For telephone 01625 545700.

