

The British School

Working together for our children's future



This is the British School Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. 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.

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- the information is archived, out of date or otherwise inaccessible; or,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 Information Commissioner.

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 in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

2. 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.thebritishschool.co.uk**

Email: admin@british.glous.sch.uk Tel: **01453 843371**

Contact Address: **The British School, Wortley Road, Wotton under Edge, Gloucestershire, GL12 7JU.**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme **[and isn’t on our website]**, you can still contact the school to ask if we have it.

3. Paying for information

Information published on our website is free. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 4. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some 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 £ sign in the description box.

4. Classes of Information Currently Published

<u>Information to be published</u>	<u>How the information can be obtained</u>
<p>Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	Website
<p>Instrument of Government 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.</p>	Hard copy from School.
<p>School prospectus The statutory contents of the school prospectus, as follows: – information about the implementation of</p>	Website/hard copy from School

<u>Information to be published</u>	<u>How the information can be obtained</u>
<ul style="list-style-type: none"> • Governing Body The names, and contact details of the governors should be available and the basis on which they have been appointed. • School session times and term dates Details of school session times and dates of school terms and holidays. • Location and contact information The address and telephone number of the school together with the names of key personnel. 	<p>Website</p> <p>Website</p> <p>Website</p>
<p>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.</p>	<p>Hard copy from School</p>

<ul style="list-style-type: none"> • Annual budget plan and financial statements <p>Details of the Individual Schools Budget distributed by the Local Authority and the school's annual income and expenditure returns.</p> <ul style="list-style-type: none"> • Capital funding <p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <ul style="list-style-type: none"> • Additional Funding <p>Income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors.)</p>	<p>Hard copy from School</p> <p>Hard copy from School</p> <p>Hard copy from School</p>
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<u>Information to be published</u>	<u>How the information can be obtained</u>
<ul style="list-style-type: none"> • Procurement and contracts <p>Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p> <ul style="list-style-type: none"> • Pay policy <p>The statement of the school's policy and procedures regarding teachers' pay.</p> <ul style="list-style-type: none"> • Staffing and grading structure • Governors' allowances <p>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>What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p>	<p>Website</p>

Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included.

- **School profile**

- Government-supplied performance data
- Summary of latest Ofsted report*
- The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community

(* the full Ofsted report should also be available.)

- **Performance management information**

Performance management policy and procedures adopted by the governing body.

- **Schools future plans**

Any major proposals for the future of the school involving, for example, consultation or a change in school status.

- **Child protection**

The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

Website

Hard copy from School.

Hard copy from School.

Website

<u>Information to be published</u>	<u>How the information can be obtained</u>
How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.	Hard copy from School.

<ul style="list-style-type: none"> • Admissions policy <p>The school’s admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</p> <ul style="list-style-type: none"> • Minutes of meetings of the Governing body and its sub-committees <p>Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p>Website.</p> <p>Hard copy from School.</p>
<p>Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</p>	<p>Website/Hard copy from School.</p>
<ul style="list-style-type: none"> • School policies <p>This will include school policies and procedures together with other information related to the school such as charging and remissions policy, health and safety and risk assessment, complaints procedure. It will also include policies and procedures for handling information requests.</p> <ul style="list-style-type: none"> • Pupil and Curriculum policies <p>This will include such policies as home-school agreement, curriculum, RSE, special educational needs, accessibility.</p>	<p>Website/Hard copy from School.</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>
<p>Records management and personal data policies</p> <p>This will include records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <ul style="list-style-type: none"> • Equality and diversity <p>This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p> <ul style="list-style-type: none"> • Recruitment of staff <p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p> <ul style="list-style-type: none"> • Charging regimes and policies <p>Details of any statutory charging regimes should be provided. 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>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>
<p>Lists and registers Currently maintained list and registers only.</p>	<p>Hard copy from School</p>

<ul style="list-style-type: none"> • Curriculum circulars and statutory instruments <p>Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.</p> <ul style="list-style-type: none"> • Asset register <p>We would expect some information from capital asset registers to be available, if such registers are held.</p> <ul style="list-style-type: none"> • Any information the school is currently legally required to hold in publicly available registers. 	<p>Hard Copy</p> <p>Hard Copy</p>
<p><u>Information to be published</u></p>	<p><u>How the information can be obtained</u></p>
<p>The services we offer</p> <p>Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p> <p>Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters. 	<p>Website.</p>

Our website is at www.thebritishschool.co.uk

Procedures for Requesting Information

Practical guidance on handling information enquiries in line with the relevant legislation can be obtained from the School's FoI Officer.

The School has a duty under both the FoIA and EIR to provide advice and assistance to applicants making information requests. This includes assisting the applicant in making the application for information. Although no such duty exists under the DPA, the same level of care will be provided.

Charges

The three information regimes contain different provisions that permit charges to be made for responding to information requests. The Governing Body may charge a fee for complying with requests, as calculated in accordance with FOIA regulations. If a charge is to be made, the School will give written notice to the applicant before supplying the information requested.

Processing Fees

The School does not charge for processing requests under the FOIA, providing that the cost of processing does not exceed the statutory limit of £450. This allows for 18 hours of staff time, at a rate of £25 per hour.

When estimating how long it will take to process a request, we take into account the time it will take us to locate, retrieve and extract the information requested; the cost of appropriately and securely communicating that information to you and staff time spent on carrying out the activities related to supplying the information.

We reserve the right to refuse a request where the estimated cost of processing exceeds £450. In such instances the School will still consider whether or not there is any information available which may be of interest that is available without charge.

Where we agree to process a request which exceeds the statutory limit of £450, you will be asked to pay our processing costs at a rate of £25 per hour.

Type	Description	Charges
Applicable amount – less than £450	Estimation of staff time taken to process– less than 18 hours	No charge (disbursements will be charged separately see below)
Applicable amount – more than £450	Estimation of staff time taken to process– more than 18 hours	Initial £450 plus any additional charges at £25 per hour (disbursements will be charged separately see below)

Disbursement Fees

Any disbursements associated with the processing of your request are payable in advance. Examples of disbursements include, but are not limited to the costs of postage, reproducing the information and printing. See the table below for our most common disbursement fees. These are correct at the time of publication, however will be confirmed in any estimate to the requester in advance

Paper	Black and White	Colour
A4	10p per sheet	50p per sheet
A3	20p per sheet	£1 per sheet
Other Sizes	Commercial rates applied and will be charged at the cost incurred	

Materials	Charge
Postage	Commercial rates applied and will be charged at the cost incurred
Email	Nil
Other	Commercial rates applied and will be charged at the cost incurred

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to ***The Head Teacher, The British School, Wortley Road, Wotton under Edge, Gloucestershire, GL12 7JU.***

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's 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:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E-Mail: publications@ic-foi.demon.co.uk

Website: www.ico.gov.uk