

Freedom of Information Publication Scheme

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| Approved by: | Board | Date: | Dec 2018 |
| Maintained by: | L Mulhall | Next review due: | Dec 2020 |

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This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

- **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.
- **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer.** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

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.

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Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Written requests

Information held by a public authority 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.

| Information to be published | How the information can be obtained | Cost |
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| <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> | | |
| Who's who in the school | School prospectus (on website or from the School) | Free |
| Who's who on the Governing Body and the basis of their appointment | On website or from the School | Free |
| Instrument of Government | From the School | 10p/sheet |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)) | School prospectus (on website or from the School) | Free |
| School prospectus | On website or from the School | Free |
| School session times and term dates | On website or from the School | Free |

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| <p>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)</p> | | |
| <p>Annual budget plan and financial statements</p> | <p>From the School; some information may only be available by inspection</p> | <p>10p/sheet</p> |
| <p>Capital funding</p> | <p>From the School; some information may only be available by inspection</p> | <p>10p/sheet</p> |
| <p>Additional funding</p> | <p>From the School; some information may only be available by inspection</p> | <p>10p/sheet</p> |
| <p>Procurement and projects</p> | <p>From the School; some information may only be available by inspection</p> | <p>10p/sheet</p> |
| <p>Salaries policy</p> | <p>From the School</p> | <p>10p/sheet</p> |
| <p>Governors’ allowances</p> | <p>From the School</p> | <p>10p/sheet</p> |
| <p>Financial Management and Whistleblowing</p> | <p>From the School</p> | <p>10p/sheet</p> |

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| <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> | | |
| Government supplied performance data | On website or from the School | 10p/sheet |
| The latest Ofsted reports – full inspection report and subject reports | On website or from the School | 10p/sheet |
| Performance management policy | From the School | 10p/sheet |
| Strategic Plan and School Development Plan | From the School | 10p/sheet |
| Safeguarding / Child Protection Policy | From the School | Free |

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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> | | |
| Admissions policies/decisions (not individual admission decisions) & information about right of appeal | On website or from the School | Free |
| Agendas & Minutes of meetings of the Governing Body and its sub-committees (except where these are properly considered to be confidential) | From the School | 10p/sheet |

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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>School policies including:</p> <ul style="list-style-type: none"> ● Charging and remissions policy ● Health and Safety ● Complaints procedure ● Staff conduct policy ● Discipline and grievance policies ● Equality and diversity (including equal opportunities) policies ● Confidentiality policy | <p>School Prospectus on website From the School From the School From the School From the School From the School</p> | <p>10p/sheet</p> |
| <p>Information request</p> | <p>Requests in writing to the school</p> | |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> ● Home-school agreement ● Curriculum ● Sex education ● Special educational needs ● Accessibility ● Race equality ● Collective worship Procedures ● Careers education ● Governors’ policy for Behaviour Management ● Governors’ statement on Behaviour & Discipline Powers ● Policy for Drugs Education & Managing Drugs related incidents | <p>From the School</p> | <p>10p/sheet</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> ● Information security policies | | <p>10p/sheet</p> |

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| <ul style="list-style-type: none"> Records retention destruction and archive policies Information sharing policies | | |
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| Class 6 – Lists and Registers | | |
| Curriculum circulars and statutory instruments | From the School | 10p/sheet |
| Disclosure logs | From the School – Inspection only | |
| Asset register | From the School – Inspection only | |
| Any other information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER) | From the School; some information may only be available by inspection | 10p/sheet |

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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) | | |
| Extra-curricular activities | From the School | Free |
| School publications, eg Newsletter, Sixth Form Newsletter, Parent handouts | From the School | Free |
| Services for which the school is entitled to recover a fee, together with those fees | From the School | Free |

SCHEDULE OF CHARGES

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Schedule of Charges

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------------------|-------------------------------------------------------|------------------------------------------------------------------------|
| Disbursement cost | Photocopying/printing @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying/printing @ 50p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee (if any) | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | Details available upon request |

Contact details:

GF Education
 Bay House School & Sixth Form
 Gomer Lane,
 Gosport,
 Hants PO12 2QP

Telephone: 02392 587931
 Fax: 02392 524260

Email: admin@gfmat.org
 Web address: www.bayhouse.gfmat.org

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