



## **FREEDOM OF INFORMATION – PUBLICATION SCHEME**

Weatherhead High School has produced a Publication Scheme of 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 Academy 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 1<sup>st</sup> January 2011, academies.

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

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

All information in the Publication Scheme is available in paper form.

### **Categories of Information Published**

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website [www.weatherheadhigh.co.uk](http://www.weatherheadhigh.co.uk) and is categorised in 'Classes' as outlined later in this Scheme.

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. 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.

## **Requests for Information**

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

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

### **Contact details:**

e-mail [schooloffice@weatherheadhigh.co.uk](mailto:schooloffice@weatherheadhigh.co.uk)

Tel: 0151 631 4400

Fax: 0151 637 1805

Address: Weatherhead High School  
Breck Road  
Wallasey  
Wirral, CH44 3HS

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

## **PAYING FOR INFORMATION**

Information published on the Academy 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 Weatherhead High School under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1: Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
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
Articles of Association	Website	No charge
Contact details for the Headteacher and members of the Governing Body	Website	No charge
School Prospectus	Website	No charge
Sixth Form Prospectus	Website	No charge
Staffing Structure	Hard copy	See charges
School session times and term dates	Website	No charge
<b>Class 2: What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous financial year as a minimum.		
Annual budget plan and financial statements	Hard copy	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay policies	Hard copy	See charges
Staffing and grading structure	Hard copy	See charges
<b>Class 3: What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Government supplied performance data Latest Ofsted report	Hard copy Website	See charges No charge
Performance management policy and procedures adopted by the Governing Body	Hard copy	See charges
Safeguarding – policies and procedures	Website	No charge
<b>Class 4: How we make decisions</b> (Decision making processes and records of decisions)  <i>Current and previous three years as a minimum</i>		
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body and its sub-committees	Hard copy	See charges
Committee Terms of Reference	Hard copy	See charges
Minutes of meetings (as above) – this will exclude information classified as 'Confidential'	Hard copy	See charges

**Class 5: Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health &amp; Safety</li> <li>• Child Protection</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> <li>• Medical</li> <li>• Equality and diversity (including equal opportunities) policies</li> </ul>	Website Website Website Website Hard copy Website Website	No charge No charge No charge No charge See charges No charge No charge
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Sex and relationship education</li> <li>• Personal social and health education</li> <li>• Additional needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Anti bullying</li> </ul>	Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge
Records management and personal data policies including: <ul style="list-style-type: none"> <li>• Records retention</li> <li>• Data protection</li> <li>• Freedom of Information – publication scheme</li> </ul>	Hard copy Hard copy Website	See charges See charges No charge
<b>Class 6: Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments Disclosure logs Asset register Any information the school is currently legally required to hold in publicly available registers <b>THIS DOES NOT INCLUDE ATTENDANCE REGISTERS</b>	Hard copy Hard copy Hard copy Hard copy	See charges See charges See charges See charges
<b>Class 7: The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Extra-curricular activities & out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	See charges
Leaflets and newsletters	Website	No charge

**SCHEDULE OF CHARGES**

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing at 5p per sheet (black & white)	Actual cost
	Photocopying/printing at 12p Per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation