



PUBLICATION SCHEME

INTRODUCTION

1. Nidderdale High School has adopted this model publication scheme for public authorities (which includes schools), prepared and approved by the Information Commissioner. This publication scheme commits Nidderdale High School 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The publication scheme commits a school:

- a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- b. To specify the information which is held by the school and falls within the classifications below.
- c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d. 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.
- e. To review and update on a regular basis the information the school makes available under this scheme.
- f. To produce a schedule of any fees charged for access to information which is made proactively available.
- g. To make this publication scheme available to the public.

Classes of Information

1. Who we are and what we do.	Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it.	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing.	Strategy and performance information, plans, assessments, inspections and reviews.
4. How we make decisions.	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. Our policies and procedures.	Current written protocols for delivering our functions and responsibilities.
6. Lists and Registers.	Information held in registers required by law and other lists and registers relating to the functions of the school.
7. 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.

2. The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is possible for a public school, 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 school 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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where a school 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.

3. 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 school 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. 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

4. Information held by a public school 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.

Reapproved by Governing Board 16 11 2020
Next Review November 2021

Guide to information available from Nidderdale High School under the model publication scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST @ 2P PER PAGE PLUS POSTAGE
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the Head teacher and for the governing body	Website	Free
School prospectus	School Office/Website	Free
School session times and term dates	Website	Free
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) Current and previous financial year as a minimum		
Annual budget plan	Hard copy on request from Finance Officer	2p per page
Capitalised funding		
Additional funding		
Procurement and projects		
Pay policy		
Staffing and grading structure (included in Pay Policy)		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum		
School profile	Website Governance tab	Free
The latest Ofsted report	Website Governance tab	Free
Performance management policy and procedures adopted by the governing body.	On request from the Office Manager	2p per page
Schools future plans – School Development Plan	Website Governance tab	Free
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the governing body	Hard copy on request from Clerk to the Governors	2p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the	On request from Clerk to the	

meetings.	Governors	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Discipline policies • Equality Scheme • Staff recruitment policies 	Website	Free on website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Sex and Relationships Education Policy • Special educational needs • Accessibility • Careers education • Behaviour 	All on Website	Free on website
Records Management Policy Records, retention, destruction and archive policy.	On request from Office Manager	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset register	On request from Office Manager	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request from Office Manager	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Extra-curricular activities	School Office/Website	Free on website
Leaflets books and newsletters	School Office/Website	Free on website

SCHEDULE OF CHARGES. This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per sheet (black & white)	Actual cost * * the actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class