

Endon High School

This is Endon High 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.

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.

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- The information is archived, out of date or otherwise inaccessible; or,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 either available for you on our website to download and print off or available in paper form.

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 endeavor 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 or on the school's virtual learning environment (VLE). 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 (Annexe A).

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, fax or letter. Contact details are set out below:

e-mail: office@endon.staffs.sch.uk

Tel: **01782 502240**

Contact Name:

D Latham, Business & Facilities Manager

Contact Address: **Endon High School Leek Road Endon ST9 9EE**

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, although you may incur costs from your Internet service provider. 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. Details of these costs are listed in the Schedule of Charges (Annexe A).

4. Classes of Information Currently Published

<u>Information to be published</u>	<u>How the information can be obtained</u>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
<ul style="list-style-type: none">• Instrument of Government <p>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)
<ul style="list-style-type: none">• School prospectus <p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none">• information about the implementation of the governing body's policy on pupils with special educational needs (SEN).• A description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. <p>Once the prospectus has been published and made available to parents, access to it should be available to anyone.</p>	(hard copy and/or website)

<u>Information to be published</u>	<u>How the information can be obtained</u>
<p>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</p>	(hard copy and/or website)
<ul style="list-style-type: none"> • School profile <ul style="list-style-type: none"> • 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 <p>(* the full Ofsted report is also available.)</p> <ul style="list-style-type: none"> • Performance management information <p>Performance management policy and procedures adopted by the governing body.</p> <ul style="list-style-type: none"> • Schools future plans <p>Any major proposals for the future of the school involving, for example, consultation or a change in school status.</p> <ul style="list-style-type: none"> • Every Child Matters/child protection <p>The contribution of the school to the five Every Child Matters outcomes. 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.</p>	<p>(hard copy and/or via website)</p> <p>(hard copy)</p> <p>(hard copy)</p> <p>(hard copy and/or website)</p>
<p>Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum.</p>	(hard copy)
<ul style="list-style-type: none"> • Admissions policy/decisions <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>(hard copy and/or website)</p> <p>(hard copy)</p>

<u>Information to be published</u>	<u>How the information can be obtained</u>
<ul style="list-style-type: none"> • Disclosure logs <p>If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available.</p>	(hard copy)
<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>	(hard copy)
<ul style="list-style-type: none"> • Any information the school is currently legally required to hold in publicly available registers. 	(hard copy)
<p>The services we offer</p> <p>Information about the services the school provides including leaflets, guidance and newsletters. Current information only.</p>	(hard copy and/or website)
<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 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. 	

Our website is at www.endon.staffs.sch.uk

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 Ann MacRae, HR & Admin Manager.

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

Endon High School

Annexe A

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per A4 sheet, or 4p per A3 sheet (black & white)	Actual cost
	Photocopying/printing @ 14p per A4 sheet, or 20p per A3 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Business 2nd class
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	Statutory Fee
Other	Special or recorded delivery where requested or required	Actual cost of Royal Mail Business