



“Teaching children to think intelligently, act wisely and be fully engaged in a challenging and changing world.”

Freedom of Information & Publication Scheme

September 2017

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Freedom of Information Act - Publication Scheme

1. Introduction

1.1. Sexey's School has adopted the model publication scheme for Academies prepared and approved by the Information Commissioner.

1.2. This publication scheme commits Sexey's School to make information available to the public as part of our normal business activities. The information covered is included in the classes of information outlined in section 2 below and Appendix 1 shows where this information is held by the school.

1.3. The scheme commits Sexey's School 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:-

- To specify the information which is held by Sexey's School which 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 Sexey's School makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available; and
- To make this publication scheme available to the public.

2. Classes of Information

The following classes of information are laid down by the Information Commissioner in the model publication scheme for Academies.

2.1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6. Lists and Registers

Information held in registers required by law and other lists and registers relating to Sexey's School functions.

2.7. The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information provided do not 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.

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

3.1. The guide to information available under the publication scheme, included at Appendix I below, indicates what information is covered by this scheme and how it can be obtained.

3.2. Wherever possible, information will be provided on the Sexey's School website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, a request should be submitted to the Business Manager at Sexey's School – businessmanager@sexey.somerset.sch.uk

3.3. In exceptional circumstances some information may be available only by viewing in person. In this case, requests must be made via the Business Manager. An appointment to view the information will be arranged within a reasonable timescale.

3.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where Sexey's School is legally required to translate any information, it will do so.

3.5. 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.

4. Charges for information published under this scheme

4.1. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. The viewing of any information on the website is free of charge. Any charges made by Sexey's School for hard copies of routinely published material will be justified and transparent and kept to a minimum.

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

4.3. Charges may be made for actual disbursements incurred such as:

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

4.4. Charges may also be made for information provided under this scheme where they are legally authorised, are justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

4.5. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

5. Written Requests

5.1. Information held by Sexey's School that is not published under this scheme can be requested in writing. The provision of this information will be considered in accordance with the Freedom of Information Act. All requests made under the Freedom of Information Act must be directed to the Business Manager.

6. Complaints

6.1. Any complaints about the operation of this policy will be dealt with in accordance with the Sexey's School Complaints Policy. This can be found on the school website.

6.2. Complaints relating to Sexey's School responses to requests made under the Freedom of Information Act may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at www.ico.gov.uk.

7. Review

This Policy will be reviewed every three years or when there are changes to relevant legislation.

Information to be published	How the information can be obtained	Charge
Who we are and what we do		
School Ethos	www.sexeyes.somerset.sch.uk	FOC
Boarding Principles & Practices	www.sexeyes.somerset.sch.uk	FOC
Academy Funding Agreement	www.sexeyes.somerset.sch.uk	FOC
Academy Order	On request	FOC
School staff and structure	www.sexeyes.somerset.sch.uk	FOC
Governing Body – names, committee membership and business interests	www.sexeyes.somerset.sch.uk	FOC
School session times, term dates and holidays	www.sexeyes.somerset.sch.uk	FOC
Location and contact information – address, telephone number and website	www.sexeyes.somerset.sch.uk	FOC
Contact details for the Head Master	www.sexeyes.somerset.sch.uk	FOC
School prospectus	www.sexeyes.somerset.sch.uk	FOC
KS4 Results	www.sexeyes.somerset.sch.uk	FOC

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it		
Annual Budget Plans	Inspection at Offices Only	FOC
Procurement Contracts	Inspection at Offices Only	FOC
Annual Accounts (most recent year)	www.sexeyes.somerset.sch.uk	FOC
Annual Audit (most recent year)	www.sexeyes.somerset.sch.uk	FOC
Accounts & Audits (previous years)	On request	FOC
Capital Finding	On request	FOC
Additional Funding	On request	FOC
Staffing & Grading Structure	On request	FOC
Pupil Premium Spending Plans including Year 7 Numeracy & Literacy Catch-up Funding	www.sexeyes.somerset.sch.uk	FOC
Pay Policy	On request	FOC
Governors Expenses	On request	FOC

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing		
School Profile	www.sexeyes.somerset.sch.uk	FOC

Government Supplied Performance Data	www.sexeys.somerset.sch.uk	FOC
OFSTED Report (Full and Summary – most recent)	www.sexeys.somerset.sch.uk	FOC
Boarding Inspection Report	www.sexeys.somerset.sch.uk	FOC
SIAMS Report	www.sexeys.somerset.sch.uk	FOC
Performance Management Information	On request	FOC
Performance Tables	www.sexeys.somerset.sch.uk	
Future Plans – Welfare of Children	On request	FOC
Safeguarding Policy	www.sexeys.somerset.sch.uk	FOC

Information to be published	How the information can be obtained	Charge
How we make decisions		
Admissions Policy	www.sexeys.somerset.sch.uk	FOC
Appeal Arrangements	www.sexeys.somerset.sch.uk	FOC
Scheme of Delegation	www.sexeys.somerset.sch.uk	FOC
Minutes of Governing Body Meetings (excl. confidential annexes)	www.sexeys.somerset.sch.uk	FOC

Information to be published	How the information can be obtained	Charge
Our policies and procedures		
Accessibility Plan	www.sexeys.somerset.sch.uk	FOC
Behaviour Policy	www.sexeys.somerset.sch.uk	FOC
Careers Education and Independent Guidance	On request	FOC
Collective Worship	On request	FOC
Complaints Procedure	On request	FOC
Curriculum Statement	www.sexeys.somerset.sch.uk	FOC
Data Protection Policy	On request	FOC
Discipline & Grievance Policy	On request	FOC
Equality Plan & Objectives	www.sexeys.somerset.sch.uk	FOC
Freedom of Information Policy & Publication Scheme	www.sexeys.somerset.sch.uk	FOC
Health & Safety Policy	On request	FOC
Home / School Agreement	On request	FOC
Records Retention	On request	FOC
Sex Education	On request	FOC
Special Educational Needs Policy	Inspection at Offices Only	FOC

Staff Conduct Policy	On request	FOC
Staff Recruitment Policy	On request	FOC

Information to be published	How the information can be obtained	Charge
Lists and registers		
Curriculum Circulars & Statutory Instruments	On request	FOC
Disclosure Logs	Inspection at Offices Only	FOC
Asset Register	Inspection at Offices Only	FOC
Any information the Academy is required to hold in publicly available registers	On request	TBC

Information to be published	How the information can be obtained	Charge
The services we offer		
Extra-curricular Activities / After-school Clubs	On request	FOC
School Publications	On request	FOC
Fees, Terms & Conditions of Boarding	www.sexeyes.somerset.sch.uk	FOC
Charges & Remissions Policy	www.sexeyes.somerset.sch.uk	FOC
Leaflets, Booklets & Newsletters	www.sexeyes.somerset.sch.uk	FOC