

Publication Scheme

This scheme follows the model approved by the ICO and commits our school to make information available to the public as part of its normal business activities. We will:

- 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.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school 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 school 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 section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

Where information is held, along with all associated charges, can be found below - 'Guide to information.

1. Classes of information

Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, locations and contacts, information on 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 school.

- **The services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information which **will not** be made available under this scheme includes:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act 2000, or is otherwise properly considered to be protected from disclosure.
- Information in draft form or notes, documents in older versions, emails or other correspondence.
- 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.

2. How information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the school website. Where this is impracticable, or you do not wish to access the information via the school website, information covered by this scheme can also be obtained by contacting our Data Protection Officer at: sbm@holly-grove.lancs.sch.uk Tel: 01282682278.

Requested information under this scheme will be delivered electronically, but paper copies can also be provided.

The following information is only available to be viewed in person:

- Disclosure Logs (DBS)
- Asset Register
- Any information the school is currently legally required to hold in publicly available registers
(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)

Where you wish to view any of the information listed above, please request an appointment by contacting our Data Protection Officer at: sbm@holly-grove.lancs.sch.uk Tel: 01282682278.

Information will be provided in the language in which it is held or in such other language(s) that is legally required. Where we are legally required to translate any information, we will do so. Information can be translated into accessible formats where possible.

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.

To enable us to process your request quickly, please mark correspondence:

“PUBLICATION SCHEME INFORMATION REQUEST”

3. Freedom of information requests

Information that is not covered by this scheme can be requested in writing, where its provision will be considered under the Freedom of Information Act 2000.

To enable us to process freedom of information requests within statutory timeframes, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

4. Charges

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 has been published and accessible on the school website is available free of charge.

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

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 the school, justified and are in accordance with a published schedule or schedule of fees – this is available via our ‘Guide to information’.

Where paper copies of the information covered by this scheme are requested, a small charge may be made to cover disbursements incurred such as:

- Photocopying.
- Postage and packaging.
- The costs directly incurred as a result of viewing information.

Where 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.

Where a request is made to re-use all, or part, of a copyrighted dataset, a charge may be made – this will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where applicable, with regulations made under section 11B of the Freedom of Information Act 2000, or with any other statutory powers held by the school.

Single paper copies are also available free of charge to parents and prospective parents of the school.

5. Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing board using the following contact details: Chair of Governors, C/O Holly Grove School, Burnley Campus, Barden Lane, Burnley, BB10 1JD

Guide to information available from Holly Grove School under the model publication scheme

Holly Grove School will make the information outlined below available unless one of the following conditions applies:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute
- The information is readily and publicly available from an external website (such information may have been provided either by the school or on its behalf); in such cases, the school will provide a direct link to that information
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

If this information is only held by another public authority, the school will provide details of where to obtain it.

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or Website	£
Who's who in the school	Website	n/a
Who's who on the governing board, and the basis of their appointment	Website	n/a
Instrument of Government	Website	n/a
Contact details for the Headteacher	Website	n/a
Contact details for the governing board	Website	n/a
The school prospectus	Website	n/a
The school's staffing structure	Hard copy	On request
School session times and term dates	Website	n/a
The school's address	Website	n/a
The school's contact details	Website	n/a
The school's email address	Website	n/a
The names of key personnel	Website	n/a
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website	£

Annual budget plan and financial statements	Hard Copy	On request
Capital funding	Hard Copy	On request
Financial audit reports	Hard Copy	On request
Details of expenditure items over £5000 including costs, supplier and transaction information.	Hard Copy	On request
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Hard Copy	On request
The whole school pay policy	Website	n/a
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Hard Copy	On request
The staffing, pay and grading structure	Hard Copy	On request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Website	n/a
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
The school profile	Website link to the DfE	On request
Performance data supplied to the government	Website link to the DfE	n/a
The latest Ofsted summary	Ofsted Website	n/a

The latest Ofsted full report	Ofsted Website	n/a
The performance management policy and procedures	Hard Copy	On request
The latest performance data	Website link to the DfE	n/a
The safeguarding and child protection policies and procedures	Website	n/a
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Admissions policy	Website	n/a
Information pertaining to admissions decisions [Not individual admission decisions.]	Hard Copy	On request
The governing board and its committees' agendas and meeting minutes NB: This excludes information that is regarded as private to the meetings.	Hard Copy	On request
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Capability of staff policy (LCC model policy)	Website	n/a
Charging and remissions policy (LCC model policy)	Website	n/a
School behaviour policy	Website	n/a
PSHE policy	Website	n/a

Special educational needs (SEN) – SEN information report	Website	n/a
Teacher performance management policy (LCC model policy)	Website	n/a
Teachers' pay policy	Website	n/a
Data protection policy	website	n/a
Health and safety policy	Website	n/a
Admissions arrangements	Website	n/a
Accessibility plan	website	n/a
Behaviour principles written statement	Website	n/a
Central record of recruitment and vetting checks	By Inspection	On request
Complaints Policy and procedure	Website	n/a
Freedom of information procedures	Hard Copy	On request
Governors' allowances (schemes for paying)	Website	n/a
Governing board and committee meeting minutes, and papers considered at meetings	Hard Copy	On request
Single Equality Policy	Website	On request
Register of pupils' admission to school	Hard Copy	On request
Register of pupils' attendance	Hard Copy	On request
Register of business interests of Headteacher and governors	Website	n/a

Staff discipline, conduct and grievance (procedures for addressing)(LCC model policy)	Website	n/a
Child protection policy and procedures	Website	n/a
Statement of procedures for dealing with allegations of abuse against staff (LCC model policy)	Website	n/a
Supporting pupils with medical conditions policy	Under review by LCC	On request
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies 	Hard Copy	On request
Charging regimes and policies	Hard Copy	On request
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments	Hard Copy	On request
Disclosure logs	By Inspection	Free
Asset register	By Inspection	Free

Any information the school is currently legally required to hold in publicly available registers. NB: This does not include the attendance register.	By Inspection	Free
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	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	Hard Copy	On request
Out of school clubs	Hard Copy	On request
Services for which the school is entitled to recover a fee (and details of the fees)	Hard Copy	On request
School publications, leaflets, books and newsletters	Hard Copy & Website	On request
Additional information		

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

All charges will be agreed on request dependent upon which documents and how many are required

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 10p per sheet (black and white)	The actual cost incurred by the school
	Photocopying/printing charged at 25p per sheet (colour)	The actual cost incurred by the school
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation [Quote the actual statute.]
Other		