



HOE VALLEY SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Person Responsible: GB Committee
Date Adopted: July 2015
Date of last review: November 2018
Date of next review: November 2021

1. INTRODUCTION: WHAT IS A PUBLICATION SCHEME AND WHY HAS IT BEEN DEVELOPED?

This publication scheme commits Hoe Valley School (HVS) 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 HVS. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This scheme should be read in conjunction with the HVS Freedom of Information Policy

The scheme commits HVS:

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

2. CLASSES OF INFORMATION

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 the functions of HVS.

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 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.

3 THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

HVS will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, 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 authority 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 an authority 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.

4. CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

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 HVS 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.

5. WRITTEN REQUESTS

Information held by a public authority 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.

If you require a paper version of any information, or want to ask whether information is available, please contact HVS by telephone, email or letter. Contact details are set out below or you can visit the Trust's website at www.hoevalleyschool.org.

Email: info@hoevalleyschool.org

Address: Hoe Valley School
Egley Road
Woking
Surrey GU22 0NH

01483 662627

Telephone:

To help us process requests quickly, any correspondence should be clearly marked "*PUBLICATION SCHEME REQUEST*".

6. MONITORING, EVALUATION AND REVIEW

HVS will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout HVS.

7. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

Information to be published	How the information can be obtained (hard copy and/or website)	Charge (TBA = To Be Advised on request)
<p>Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Academy Funding Agreement – a link to the document on the School’s	Website	none
Academy Order (if applicable)	Hard copy	TBA
School staff and structure – names of key personnel	Website	none
Board of Governors – names and contact details of the governors and the basis of their appointment	Website	none
School session times, term dates and holidays	Website	none
Location and contact information – address, telephone number and website	Website	none
Contact details for the Head Teacher and the Chair of Governors	Website	none
School Prospectus	Website	none
GCSE results – a link to the data on the Department for Education’s website	Website	none

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 the previous two financial years (accounts that have been filed with the Charity Commission and Companies House, where they are available).

Annual financial statements	Website	none
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy	TBA
Additional funding – Income generation schemes and other sources of funding.	Hard Copy	TBA
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy	TBA
Staffing and grading structure	Hard Copy	TBA
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay	Hard Copy	TBA
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy	TBA

<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published. (hard copy and/ or website)</p>		
School profile Government supplied performance data OFSTED report – summary and full report	DFE website	
Performance management information	Hard Copy	TBA
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard Copy	TBA
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	none
<p>How we make decisions</p> <p>(Decision making processes and records of decisions) Current and previous three years as a minimum (hard copy and/ or website)</p>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	none
Board of Governors meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy	TBA

Our policies and procedures

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

Current information only (hard copy and/ or website)

<p>School policies including: Charging and remissions policy Health and Safety and risk assessment Complaints procedure Staff conduct policy Discipline and grievance policies Staffing structure Information request handling policy Staff recruitment policies</p>	<p align="center">Website</p>	<p align="center">none</p>
<p>Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special education needs Accessibility Single equality RE / Collective worship Data Protection policies Behaviour for Learning</p>	<p align="center">Website</p>	<p align="center">none</p>

<p>Records management and personal data policies</p> <p>Information security</p> <p>Records retention</p> <p>Destruction and archive policies</p> <p>Careers education</p>	<p>Hard Copy</p>	<p>TBA</p>
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	<p>Hard Copy</p>	<p>TBA</p>
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Website</p>	<p>none</p>

Lists and Registers

Currently maintained lists and registers only (hard copy and/ or website;
some information may only be available for inspection)

Curriculum circulars and statutory instruments	Hard Copy	TBA
Disclosure logs	Hard Copy	TBA
Asset register	Hard Copy	TBA
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy	TBA