

Bank View High School



Policy and Procedures for meeting the requirements of the Freedom of Information Act.

Approved by: Full Governing Body

(Chair signature)

Date:

Last reviewed on: 17th Jan 2019

Next review due by: Jan 2022

BANK VIEW HIGH SCHOOL

This is Bank View High School's 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.

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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is mostly available in paper form.

Some information which we hold may be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2 Aims and Objectives

The school aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child,
- Help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3 Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

Online School Information – information published on the school website.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and other school curriculum.

School Policies and other information related to the school – information about policies that relate to the school in general.

4 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, or visit our website:

<http://bvhs.co.uk>

Email: bankview-ao@bankview.liverpool.sch.uk

Tel: 0151 330 5101

Contact Address: Bank View High School, 177 long Lane, Liverpool, L9 6AD

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST”

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.

5 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 6. 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 items such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. A Charge of 10p per copied sheet plus admin time costs @ £10 per half hour will be payable.

Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Published guide to information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the school – staff list	Website: https://bvhs.co.uk/wp-content/uploads/2018/09/SEND-policy-September-2018-1.pdf Hard copy: available upon request - contact school	Free 10p per page
Who's who on the governing body	Website: https://bvhs.co.uk/committee/ Hard copy: available upon request - contact school	Free 10p per page
Instrument of Government / Articles of Association	Website: https://bvhs.co.uk/governors/ Hard copy: available upon request - contact school	Free 10p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: https://bvhs.co.uk/governors/ Hard copy: available upon request - contact school	Free 10p per page
Staffing structure	Website: https://bvhs.co.uk/wp-content/uploads/2018/09/SEND-policy-September-2018-1.pdf Hard copy: available upon request - contact school	Free 10p per page
School session times and term dates	Website: https://bvhs.co.uk/term-dates/ Hard copy: available upon request - contact school for newsletter and calendar	Free 10p per page
Address of school and contact details, including email address	Website: https://bvhs.co.uk/about-us/ Hard copy: available upon request - contact school	Free 10p per page

Statement of the school's ethos and values	Website: https://bvhs.co.uk/expectations-aims-and-our-vision/ Hard copy: available upon request - contact school	Free 10p per page
Details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils		
Information on the school policy on admissions	Website: https://bvhs.co.uk/wp-content/uploads/2018/09/Admissions-Policy-16.pdf Hard copy: available upon request - contact school	Free 10p per page
Information about the school's policy on providing for pupils with special educational needs	Website: https://bvhs.co.uk/wp-content/uploads/2018/09/SEND-policy-September-2018-1.pdf Hard copy: available upon request - contact school	Free 10p per page
Information	How the information can be obtained	Cost
Class two: 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 and financial statements	Hard copy: available upon request - contact school	10p per page
Capital funding	Hard copy: available upon request - contact school	10p per page
Financial audit reports	Hard copy: available upon request - contact school	10p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request - contact school	10p per page

Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese)	Hard copy: available upon request - contact school	10p per page
Pay policy	Hard copy: available upon request - contact school	10p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Hard copy: available upon request - contact school	10p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: available upon request - contact school	10p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact school	10p per page

Information	How the information can be obtained	Cost
Class three: 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 (if any) And in all cases: <ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data the latest Ofsted report post-inspection action plan 	Website: https://bvhs.co.uk/key-information/ Website: https://bvhs.co.uk/key-information/ Hard copy: available upon request - contact school	Free Free 10p per page
Performance management policy and procedures adopted by the governing body	Hard copy: available upon request - contact school	10p per page

Performance data or a direct link to it	Website: https://bvhs.co.uk/key-information/ Hard copy: available upon request - contact school	Free 10p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy: available upon request - contact school	10p per page
Safeguarding and child protection	Website: https://bvhs.co.uk/policies/ Hard copy: available upon request - contact school	Free 10p per page
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: available upon request - contact school	10p per page
Information	How the information can be obtained	Cost
Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Website: https://bvhs.co.uk/policies/ Hard copy: available upon request - contact school	Free 10p per page

<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see 'How to complete the Guide to information').</p>	<p>Website: https://bvhs.co.uk/policies/</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
<p>Curriculum circulars and statutory instruments</p>	<p>Website: https://bvhs.co.uk/curriculum-overview/</p> <p>Website: https://bvhs.co.uk/primary-2/</p> <p>Website: https://bvhs.co.uk/ks3-and-4/</p> <p>Website: https://bvhs.co.uk/sixth-form/</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>
<p>Disclosure logs</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Asset register</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection only - contact school</p>	<p>Free</p>
<p>Staff Conduct, Discipline and Grievance Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance</p>	<p>Hard copy: available upon request - contact school</p>	<p>10p per page</p>
<p>Complaints procedure Statement of procedures for dealing with complaints</p>	<p>Website: https://bvhs.co.uk/policies/</p> <p>Hard copy: available upon request - contact school</p>	<p>Free</p> <p>10p per page</p>

Information	How the information can be obtained	Cost
Class seven: 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	Website: https://bvhs.co.uk/after-school-clubs-2/ Hard copy: available upon request - contact school	Free 10p per page
Out of school clubs	Website: https://bvhs.co.uk/after-school-clubs-2/ Hard copy: available upon request - contact school	Free 10p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: https://bvhs.co.uk/policies/ Hard copy: available upon request - contact school	Free 10p per page
School publications, leaflets, books and newsletters	Website: https://bvhs.co.uk/newsletters/ Hard copy: available upon request - contact school	Free 10p per page

Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost^	10 pence per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost^	Not available

	Postage	Actual cost of Royal Mail standard 2 nd class small Actual cost of Royal Mail standard 2 nd class large	58 pence small / from 79 pence large
Statutory Fee	In accordance with the relevant legislation		not applicable

^the actual cost incurred by the public authority

Governors' Annual Report and other information relating to the governing body– this section sets out information published in the **Governors' Annual Report** and in other governing body documents.

Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

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 the Headteacher at the school address.

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, Cheshire, SK9 5AF

Or

Enquiry / Information Line: 0303 123 1113

E Mail: casework@ico.org.uk

Website: <https://ico.org.uk/>

January 2016

Date	Revision	By:
29/01/2016	Removal of prospectus, replaced by online school information. ICO details updated.	JP
17/01/2019	Update of table 'Guide to information'	NP