



## DAVISON CE HIGH SCHOOL FOR GIRLS

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Governor Committee	Resources
Chair of Governors signature	
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### **FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the 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.
- 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 authority 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 public authority is the only owner, to make the information available for re-use under a specified licence. The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The terms “relevant copyright work” and “specified licence” are defined in section 19(8) of that Act.

## **Classes of Information**

- **Who we are and what we do**  
Organisational information, locations and contacts, 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 authority.
- **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.

## **The method by which information published under this scheme will be made available**

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

Where it is within the School's capability, 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, the School 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.

Obligations under equality 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.

### **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 the School 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under Section 11B of the Freedom of Information Act or other enactments.

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.

**Written requests**

Information held by the School 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.

## Freedom of Information

### Guide to information available from Davison CE High School under the model publication scheme

Information to be published	How the information can be obtained
<p><b>All enquiries via:</b> <b>School Office, Davison CE High School, Selborne Road, Worthing, West Sussex, BN11 2JX</b> <b>Email to:</b> info@davisonhigh.school <b>Website:</b> www.davison.w-sussex.sch.uk</p>	
<p>To support our commitment to saving money and the environment, we would prefer to send a PDF electronic copy of any given document. A Schedule of Charges is included detailing costs for requested hard copies.</p>	
<b>Class 1 - Who we are and what we do</b>	
Who's who in the school	School website – Staff list
Who's who on the governing body / board of governors and the basis of their appointment	School website - Governors

Instrument of Government / Articles of Association	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	School website – Contact Us
School prospectus (if any)	School website – School Prospectus
Annual Report (if any)	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors
Staffing structure	School website - Staff
School session times and term dates	School website – School Calendar
Address of school and contact details, including email address.	School website – Contact Us

## Freedom of Information

### Guide to information available from Davison CE High School under the model publication scheme

<b>Class 2 – What we spend and how we spend it</b>	
Annual budget plan and financial statements	Email: info@davisonhigh.school FAO: School Business Manager
Capital funding	Email: info@davisonhigh.school FAO: School Business Manager
Financial audit reports	Email: info@davisonhigh.school FAO: School Business Manager
Details of expenditure items over £2,000	Email: info@davisonhigh.school FAO: School Business Manager
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)	Email: info@davisonhigh.school FAO: School Business Manager

Pay policy	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors
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	Email: info@davisonhigh.school FAO: School Business Manager
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	Email: info@davisonhigh.school FAO: School Business Manager
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Email: info@davisonhigh.school FAO: School Business Manager



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<b>Class 3 – What our priorities are and how we are doing</b>	
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"><li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li><li>• The latest Ofsted / Education and Training Inspectorate report<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li><li>• Post-inspection action plan</li></ul>	<p>Email: info@davisonhigh.school FAO: Assistant Headteacher – Data and Assessment</p> <p><a href="http://www.davison.w-sussex.sch.uk/OFSTED-Report">http://www.davison.w-sussex.sch.uk/OFSTED-Report</a></p>

Performance management policy and procedures adopted by the governing body	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors
Performance data or a direct link to it	Email: info@davisonhigh.school FAO: Assistant Head teacher – Data and Assessment
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors
Safeguarding and child protection	Email: info@davisonhigh.school FAO: Deputy Headteacher – Designated Safeguarding Lead

## Freedom of Information

### Guide to information available from Davison CE High School under the model publication scheme

<b>Class 4 – How we make decisions</b>	
Admissions policy/decisions (not individual admission decisions) – where applicable	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors

## Freedom of Information

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<b>Class 5 – Our policies and procedures</b>	
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Information security policies</li><li>• Records retention, destruction, and archive policies</li><li>• Data protection (including information sharing policies)</li></ul>	<a href="http://www.davison.w-sussex.sch.uk/Policies">http://www.davison.w-sussex.sch.uk/Policies</a>

## Freedom of Information

### Guide to information available from Davison CE High School under the model publication scheme

<b>Class 6 – Lists and Registers</b>	
Curriculum circulars and statutory instruments	Email: info@davisonhigh.school FAO: Deputy Headteacher - Curriculum
Disclosure logs	Available at inspection only
Asset register	Email: info@davisonhigh.school FAO: Network Manager
Any information the school is currently legally required to hold in publicly available registers	Email: info@davisonhigh.school FAO: Head's PA/Clerk to Governors

## Freedom of Information

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<b>Class 7 – The services we offer</b>	
Extra-curricular activities	<a href="http://www.davison.w-sussex.sch.uk/School-Calendar">http://www.davison.w-sussex.sch.uk/School-Calendar</a>
Out of school clubs	<a href="http://www.davison.w-sussex.sch.uk/School-Calendar">http://www.davison.w-sussex.sch.uk/School-Calendar</a>
Services for which the school is entitled to recover a fee, together with those fees	See Schedule of Charges for photocopying charges
School publications, leaflets, books and newsletters	<a href="http://www.davison.w-sussex.sch.uk/Letters-Forms">http://www.davison.w-sussex.sch.uk/Letters-Forms</a> <a href="http://www.davison.w-sussex.sch.uk/Parent-Bulletins">http://www.davison.w-sussex.sch.uk/Parent-Bulletins</a>

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#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 2 p per sheet (black & white)	Actual cost 1 p per sheet of photocopying/printing (not including administration time)
	Photocopying/printing @ 10 p per sheet (colour)	Actual cost 8 p per sheet of photocopying/printing (not including administration time)
	Postage 66p (Royal Mail 2nd class - standard letter)	Actual cost of Royal Mail standard 2nd class 66p
* the actual cost incurred by the public authority		