

SOUTHEND HIGH SCHOOL FOR BOYS

FREEDOM OF INFORMATION PUBLICATION SCHEME

BACKGROUND AND RATIONALE

The Freedom of Information Act 2000 (the Act) provides a legal right for any person to ask a school for access to information it holds. This scheme outlines the information routinely published and the procedure used for requests for additional information. Whilst the school will fulfil the requirements set by the Act, it should be noted that there is a need, recognised by the Act, to protect sensitive information.

This publication scheme sets out:

- Information routinely published by the school on its website, and additional information available
- How to request additional information
- Payments for information
- Possible refusal of requests for information
- How to complain if a request is refused.

This scheme conforms to the model scheme for schools approved by the Information Commissioner and commits the school to the following:

- To publish proactively 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 falls within the classifications below.
- To publish proactively 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 the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made available proactively.
- To make this publication scheme available to the public.

CLASSIFICATIONS OF INFORMATION PUBLISHED

This publication scheme guides you to information which we currently publish routinely and the additional information available. Details can be found in Appendix 1.

- A. Who we are and what we do - organisational information, locations and contacts, constitutional and legal governance
- B. What we spend and how we spend it - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- C. What our priorities are and how we are doing - strategy and performance information, plans, assessments, inspections and reviews
- D. How we make decisions - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- E. Our policies and procedures - current written protocols for delivering our functions and responsibilities.
- F. Lists and registers - information held in registers required by law and other lists and registers relating to the functions of the authority.
- G. Services we offer - a description of any additional services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the 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.

METHOD OF ISSUING INFORMATION

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 capability of the school, information will be provided on its website.

Where it is impracticable to make information available on the website, or when an individual does not wish to access the information through 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 by the school, 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 the school 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.

HOW TO REQUEST INFORMATION

- Requests must be submitted in writing - this includes email
- The enquirer's name and address must accompany all correspondence - email addresses are allowed
- A clear description of the information being requested must be included to enable the school to be able to identify and locate the information
- All requests should be clearly marked '**FOI – PUBLICATION SCHEME REQUEST**', as this will speed up the processing of the request

In order to request information please use the following contact details:

Email: enquiries@shsb.org.uk

Address: Southend High School for Boys
Prittlewell Chase
Southend on Sea
Essex
SS0 0RG

If the school has already published the information requested, directions to its location will be given. If the school does not hold the information requested this will also be conveyed.

If information is requested, and the school is in possession of the information, it must be distributed within 20 working days of receiving the request, unless it requires a payment being made (see below).

PAYMENTS FOR INFORMATION

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 actual disbursements incurred such as photocopying, postage and packaging.

Charges may also be made for information provided under this scheme where they are legally authorised, and 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.

REFUSAL OF A REQUEST FOR INFORMATION

The Act sets out a number of instances where requests for information may be refused.

First and foremost the school cannot provide information it does not hold.

Secondly, requests for information that the school does hold, may be refused if the request refers to information regarding:

- Law enforcement – such as the prevention or detection of crime, administration of justice or referring to any possible civil proceedings relating to the any of the former statements.
- Health and Safety – where the information may endanger the safety or physical/mental health of any individual.
- Personal information – where the information concerns a third party, or that the disclosure would contravene the Data Protection Act.
- Legal professional privilege – where the information covers any advice given by legal advisers, solicitors and barristers.
- Commercial interests – where it would be likely to prejudice the commercial interests of any person or the school.

In the instance of information being refused, the school has a responsibility to provide the reasons why the decision was taken. A Refusal Notice will be issued outlining the reasons for the refusal (See Appendix 2).

COMPLAINTS AND FEEDBACK

If you are not satisfied with the assistance that you get or you wish to complain about a refusal to provide information, you should put such comments or complaints in writing to the Headmaster. Such complaints will be dealt with according to the school's Complaints Procedure.

We welcome any other comments or suggestions you may have about the publication scheme. If you want to make any comments about the publication scheme or if you require further assistance, please contact the Headmaster.

FORMAL COMPLAINTS

If you are not satisfied with the assistance you receive from the school, or if you are dissatisfied with the outcome of the Governors' Complaints Committee review, you may make a formal complaint to the Information Commissioner's Office. This is the organisation that ensures compliance with the Act and deals with formal complaints.

The contact details for the Information Commissioner are as follows:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF.

Enquiry/information line: 0303 123 1113

Website: www.ico.org.uk

An Official Information Concerns Report can be submitted via www.ico.org.uk on their Make a Complaint page.

APPENDIX 1

A. Who we are and what we do

Class	Description
Articles of Association	The regulations of the school as an academy trust
Promoting Values Statement	A statement of the values which guide all aspects of school life, linked to the school's 2020 Vision
School Prospectus	Application and admissions process information, curriculum, overview of SEN, worship and PSHE provision, school week, school uniform
School Calendar	Day-by-day dated information on school events, trips etc.
Term Dates	Dates of school terms, holidays and INSED days
Uniform Regulations – Years 7-11	Uniform and presentation details
Uniform Regulations – Sixth Form	Uniform and presentation details
School Meal Menu	Details of food available each day
Free School Meals & Uniform Grant	Application procedure
Curriculum - Years 7, 8 & 9	Curriculum by subject and term
GCSE Course Information	Exam boards for each subject, schemes of work, recommended revision guides
Teaching Staff List	Teaching staff for the current school year
Support Staff List	Support staff for the current school year
Information for Exam Candidates	Renewed each year for the summer exam season
Sixth Form Prospectus	Detailed information on Sixth Form application and admissions, subject choices, and Sixth Form facilities
Sixth Form Contract	Agreement of school and student's expectations of each other
Sixth Form Bursary Fund	Application information and application form

Careers Provision	Careers guidance and work experience for each Key Stage
Exam Results	A Level, AS Level and GCSE results (updated each year)
Student Destination Numbers	Number of students taking up apprenticeships etc.
Admissions Criteria	Admissions criteria for the next intake of students
Priority Admissions Area	Priority admissions area map for the next round of applicants
In-Year Admissions Procedure	Admissions procedure for students who wish to join the school after the first term of Year 7
Admissions Appeal Process	Description of action to take if you disagree with the decision not to award a student a place at the school

B. What we spend and how we spend it

Class	Description
Funding Agreement	Original parameters and agreements with the Secretary of State at the start of Academy status
Governors' Report & Annual Accounts	Review of school's achievements, funding, expenditure, future plans, details of governing body attendance, independent audit, internal controls and fundraising
Pupil Premium Statement	Description of the school's approach to the use of the Pupil Premium grant
Academy Value for Money Statement	(not sure still done yearly – as this is old)

C. What our priorities are and how we are doing

Class	Description
Governors' Report (as detailed in Section C)	Current plans and review of previous year's progress
Ofsted Report	Report on the school's performance as per the last inspection

D. How we make decisions

Class	Description
Governors' Report (as detailed in Section C)	Internal controls and risk assessment are part of this report

E. Our policies and procedures

Class	Description
Anti-Bullying	The school's ethos and approach to bullying of any member of the school community
Attendance	Definitions of attendance and absence, and the school's procedures for monitoring and managing absences
Governors' Statement of Behaviour Principles	The governors' statement of ethos and adherence to legal requirements
Provider Access Policy (Careers)	The procedure used for providers of careers information who wish to visit the school
First Aid	The school's resources and approach to managing incidents which require first aid
Supporting Pupils at School with Medical Conditions	The school's approach to overcoming barriers to education for pupils with medical conditions
MAT Policy	The school's approach to providing a curriculum for More Able & Talented students
Schools' Local Offer (Access for SEND Pupils)	Details of the school's resources for pupils with Special Educational Needs and/or Disabilities

SEND Policy	The school's approach to provision for those with Special Educational Needs and/or Disabilities
SEND Information Report	Provision for those with Special Education Needs and/or Disabilities for the current academic year (not sure if this is actually a more up-to-date Local Offer)
Sex and Relationships	The school's approach to Sex and Relationships Education
Equality Objectives Statement	The school's objectives and means of ensuring compliance with regard to equality
Safeguarding and Child Protection	A description of the staffing structure locally and in the school and the procedures in place to handle safeguarding and child protection concerns
Behaviour	The school's approach to ensuring a good standard of behaviour, including sanction and reward procedures
Privacy Notice for Pupils and Parents	A description of the personal information collected and processed by the school and information on the rights of the owners of the personal information
Privacy Notice for Staff and Job Applicants	A description of the personal information collected and processed by the school and information on the rights of the owners of the personal information
Privacy Notice for Volunteers and Governors	A description of the personal information collected and processed by the school and information on the rights of the owners of the personal information
Guidance Notes for Applicants	Details about what to include in an application, interview and job offer procedures
Recruitment and Selections Policy Statement	Details of pre-employment checks undertaken and the rationale behind them
Subject Access Request Procedure and Form	The procedure for individuals who wish to see the information held about them
Charging and Remissions Policy	An outline of the services which the school provides for free and those for which it will charge
Complaints Procedure	The school's complaints procedures

Anti-Bullying	The school's ethos and approach to bullying of any member of the school community
Attendance	Definitions of attendance and absence, and the school's procedures for monitoring and managing absences
Governors' Statement of Behaviour Principles	The governors' statement of ethos and adherence to legal requirements
Provider Access Policy (Careers)	The procedure used for providers of careers information who wish to visit the school
First Aid	The school's resources and approach to managing incidents which require first aid
Supporting Pupils at School with Medical Conditions	The school's approach to overcoming barriers to education for pupils with medical conditions
MAT Policy	The school's approach to providing a curriculum for More Able & Talented students
Schools' Local Offer (Access for SEND Pupils)	Details of the school's resources for pupils with Special Educational Needs and/or Disabilities
SEND Policy	The school's approach to provision for those with Special Educational Needs and/or Disabilities
SEND Information Report	Provision for those with Special Education Needs and/or Disabilities for the current academic year (not sure if this is actually a more up-to-date Local Offer)
Sex and Relationships	The school's approach to Sex and Relationships Education
Equality Objectives Statement	The school's objectives and means of ensuring compliance with regard to equality
Safeguarding and Child Protection	A description of the staffing structure locally and in the school and the procedures in place to handle safeguarding and child protection concerns
Behaviour	The school's approach to ensuring a good standard of behaviour, including sanction and reward procedures
Privacy Notice for Pupils and Parents	A description of the personal information collected and processed by the school and information on the rights of the owners of the personal information
Privacy Notice for Volunteers and Governors	A description of the personal information collected and processed by the school and information on the rights of the owners of the personal information
Privacy Notice for Staff and Job Applicants	A description of the personal information collected and processed by the school and information on the rights of the owners of the personal information
Guidance Notes for Applicants	Details about what to include in an application, interview and job

F. Lists and registers

Class	Description
Governors' List and Declared Interests	Governors, their appointment dates, areas of special interest, level of attendance and declared interests
Governors' Attendance	Details of attendance for the current academic year

G. Additional Services

Class	Description
Lettings – Map	Location of Sports Hall and Language College
Lettings – Privacy Notice	Information on how information is handled and the rights of those hiring with regard to their personal information
Lettings – Scale of Charges	Costs of hiring areas of the school premises

A full and up-to-date list of documents in use at the school can be obtained upon application to the school.

REASONS FOR REFUSAL OF INFORMATION

If information is not to be provided a refusal notice will be issued.

The Refusal Notice will contain:

- the fact that the responsible person cannot provide the information.
- the exemptions which prevent the information being provided.
- the reasons why these exemptions apply to the request.
- the reasons for the refusal if based on cost of compliance.
- in the case of non-absolute exemptions, how the request has been applied to the public interest test, specifying the public interest factors taken into account before reaching the decision.
- the reasons for refusal if based on the grounds that the information is requested in order to cause inconvenience, harassment or expense rather than to obtain information.
- the reasons for refusal if based on the grounds that the information is already in the public domain.
- the internal complaints procedure.