

Whitecross Hereford: High School & Specialist Sports College

Policy: Freedom of Information: Publication Scheme

Reviewed by: Staff and Finance Committee

Reviewed on: 13 June 2016

Approved by Full Board

This scheme commits Whitecross Hereford to make information available to the public, under the Freedom of Information Act 2000 and in accordance with guidance issued by the Information Commissioners Office (ICO).

The school is registered with the ICO as required by the Data Protection Act 1998.

Who We Are and What We Do

Organisational information, locations and contacts, constitutional and legal governance.

- Academy Funding Agreement
- School Staff and Structure
- Governing Body
- School Sessions, Term Dates and Holidays
- School Prospectus (including location and contact details)
- Examination results
- School Website (www.whitecross.hereford.sch.uk) which includes School Policies

What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure, contracts and financial audit.

- Annual Budget Plan and Financial Statements
- Capital Funding
- Additional Funding sources
- PFI sub-contractors
- Procurement and Contracts
- Pay Policy and Staffing /Grading Structure
- Financial Management Policy
- Audited Annual Accounts

What Our Priorities Are and How We Are Doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- Government supplied performance data
- Ofsted Report
- School Development Plan
- Safeguarding & Child Protection Policy

How We Make Decisions

Decision Making Processes and Recording

- Admissions Policy
- Agendas and Minutes of Governing Body and Sub-Committee Meetings
- Committees and terms of reference

Our Policies and Procedures

School Policies

- Admissions
- Performance Related Pay
- Staff Capability
- Discipline, Conduct and Grievance
- Central Record of recruitment and vetting checks
- Complaints Procedure
- Financial Management
- Health & Safety
- Whistleblowing

Student & Curriculum Policies

- Curriculum
- Home-School Agreement
- Sex Education
- Homework
- Attendance
- Uniform
- Pupil Premium
- Special Educational Needs
- Safeguarding and Child Protection
- Allegations of Abuse Against Staff
- Supporting Students with Medical Conditions
- Equality and Publication of Equality Objectives
- Behaviour for Learning
- Anti-Bullying
- Assessment & Marking
- Collective Worship
- Accessibility Plan
- Off site Provision and Visits
- Exam Related Protocols

Data Protection Policies (including information security, record management & retention)

- Data Protection
- Information Sharing
- Record Retention Scheme
- CCTV Code of Practice
- Internet Safety Guidance

Policies & Procedures for the Recruitment of Staff

- Vacancies are advertised externally using one or more of the following:
School web-site, E-Teach, Herefordshire County Council website, local press or the Times Education Supplement.

Charging Regimes

- Charging & Remissions Policy
- Information Publication Scheme.

Lists and Registers

- Curriculum circulars and Statutory Instruments
- Governor & Staff Register of Interests

The Services We Offer

- Information about the services that the school provides including a monthly newsletter is available to view on the school website www.whitecross.hereford.sch.uk or via the school prospectus.
- Information about the Personal Best Educational Solutions hosted by Whitecross Hereford and partly funded through the School Games Organiser Grant can be found on www.pbes.org.uk

How to Request Information

If you require a paper version of any documents within this scheme, please contact the school via one of the following options:

By mail: Whitecross Hereford, High School & Specialist Sports College
Three Elms Road
Hereford
HR4 0RN

Telephone: 01432 376080

E-mail: Reception@whitecross.hereford.sch.uk

To help us process your request quickly please clearly mark any correspondence PUBLICATION SCHEME REQUEST.

If the information you are seeking is not listed in the scheme, you can still contact the school to enquire.

Paying for the information

Single copies of information contained in this scheme are available usually free of charge, however we reserve the right to charge a reasonable fee where applicable. If your request means that we have to do a lot of photocopying or pay a large postal charge we will let you know the total cost before fulfilling your request. Your payment, whether by cash or cheque will always be receipted.

Feedback and complaints

We welcome any comments or suggestions you may have about this scheme. Please address your comments to the Headteacher, Mr T Knapp, at the address above.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint, you do have the right to make a formal complaint to the Information Commissioner's Office. They can be contacted at :

Information Commissioner
Wycliffe House
Water Lane
Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk