

# **Diss High School**

## **Freedom of Information**

### **Guide to information available under the model publication scheme**

**Updated Annually**



## Diss High School - Freedom of Information - Publication Scheme

This scheme commits Diss High School:

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

### **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**

Diss High 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 our website. Where it is impracticable to make information available on our 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.

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.

**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 Diss High 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.

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 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.

Type of Information:	How the information can be obtained 📄 - Hard copy @ - Website 👁️ - View only	Admin Cost (hard copy)
<b>Who we are and what we do</b>		
Who's who in the school	@	
Who's who on the governing body / board of governors and the basis of their appointment	@	
Instrument of Government / Articles of Association	📄	
Contact details for the Head teacher and for the governing body	@	
School prospectus	@	
Annual Report	@	
Staffing structure	📄	60p
School session times and term dates	@	
Address of school and contact details	@	
<b>What we spend and how we spend it</b>		
Annual budget plan and financial statements	@	
Capital funding	@	
Financial audit reports	@	
Details of expenditure items over £2000	📄	60p
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).	@	
Pay policy	📄	£2.49
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.	📄	60p
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.	📄	60p
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	📄	60p
<b>What our priorities are and how we are doing</b>		
Performance Data	@	
Latest Ofsted Report and/or Summary and Post Inspection Plan	@	
Performance management policy and procedures adopted by the governing body.	📄	£2.49
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	📄	On request
Safeguarding and child protection	@	

<b>How we make decisions</b>		
Admissions policy/decisions	@	
Agendas and minutes of meetings of the governing body and its committees.		On request
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Data protection (including information sharing policies)	@	
Records retention, destruction and archive policies		60p
Charging regimes and policies.	@	
<b>Lists and Registers</b> (this does not include the attendance register).		
Curriculum circulars and statutory instruments		On request
Disclosure logs		On request
Asset register		
Any information the school is currently legally required to hold in publicly available registers		
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	@	
Out of school clubs	@	
Services for which the school is entitled to recover a fee, together with those fees		On request
School publications, leaflets, books and newsletters	 & @	On request

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Specialist equipment/services to reproduce the information	Actual cost

\* the actual cost incurred by the school