

# **Hardenhuish School**

## **Freedom of Information Act**

### **Publication Scheme**

#### **Aim of the publication scheme**

The publication scheme covers Hardenhuish School's commitment on the following points:

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

#### **The Classes of Available Information**

##### **Who we are and what we do**

Organisational information, structures, locations and contacts.

##### **What we spend and how we spend it**

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

##### **What our priorities are and how we are doing**

Strategies and plans, audits, inspections and reviews.

##### **How we make decisions**

Decision making processes and records of decisions.

##### **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current only.

### **Lists and Registers**

Information in currently maintained lists and registers only.

### **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 held by the school, 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. This includes information protected by the Data Protection Act.
- 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.

### **Requests for information**

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer. The contact details are set out below:

Email: [admin@hardenhuish.wilts.sch.uk](mailto:admin@hardenhuish.wilts.sch.uk)

Telephone: 01249 650693

Address: Hardenhuish School, Hardenhuish Lane, Chippenham, Wiltshire, SN14 6RJ

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

### **Academy website**

[www.hardenhuish.wilts.sch.uk](http://www.hardenhuish.wilts.sch.uk)

### **Charges**

Information, in most cases, can be downloaded from the website or supplied electronically free of charge. Where information is not available on the website/electronically or a hard copy is required, a charge of 5p per sheet will be made to cover printing and administrative costs. Postage will be charged additionally. This fee is payable before the information is sent. Single copies of information covered by this publication are provided free of charge unless otherwise specified.

## Freedom of Information

### Guide to information available from Hardenhuish School under this Publication Scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <i>This will be current information only</i>	
Academy Funding Agreement	Electronic / hard copy
Memorandum of Understanding and Articles of Association	Electronic / hard copy
School staff and structure – names of key personnel	Website / Hard copy
Governing body – names and contact details of the governors and the basis of their appointment	<a href="#">Website</a> / hard copy
School session times, term dates and holidays	<a href="#">Website</a> / hard copy
Location and contact information – address, telephone number and website	<a href="#">Website</a> / hard copy
Contact details for the Headteacher and the Governing Body	<a href="#">Website</a> / hard copy
School Prospectus	<a href="#">Website</a> / hard copy
GCSE results	<a href="#">Website</a> / hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for a minimum of current and previous two financial years)	
Annual budget plan and financial statements	Website / Hard / electronic copy
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard / electronic copy
Additional funding – Income generation schemes and other sources of funding.	Hard / electronic copy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard / electronic copy
Staffing and grading structure	Hard / electronic copy
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard / electronic copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard / electronic copy

Information to be published	How the information can be obtained
<p><b>What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)  <i>Current information only</i></p>	
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	<a href="#">Website</a> / hard copy
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Website / hard copy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	<a href="#">Website</a> / hard copy

Information to be published	How the information can be obtained
<p><b>How we make decisions</b>            (Decision making processes and records of decisions)  <i>Current and previous three years</i></p>	
Admissions Policy - arrangements and procedures and right of appeal, including information on application numbers and number of successful applicants by each oversubscription criteria.	<a href="#">Website</a> / Electronic / hard copy
Governing Body meeting agendas, papers and minutes – excluding confidential minutes and papers	Electronic / hard copy



<ul style="list-style-type: none"> <li>• Resources Centre Policy</li> <li>• Setting Policy</li> <li>• Work Experience Policy</li> <li>• Year 9 Options Policy</li> <li>• Attendance Policy</li> <li>• Cycling to School Policy</li> <li>• Primary Transfer Policy</li> <li>• Uniform Policy</li> </ul>	<a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Single Equalities Policy</li> <li>• Accessibility Policy</li> <li>• Appointments Procedure</li> </ul>	<a href="#">Website</a> / hard copy <a href="#">Website</a> / hard copy Electronic / hard copy
<p>Charging regimes and policies</p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> </ul>	<a href="#">Website</a> / hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
------------------------------------	--

<b>Lists and Registers</b>	
Currently maintained lists and registers only	
Curriculum circulars and statutory instruments	Department of Education website: <a href="#">Home - The Department for Education</a>
Disclosure logs	Hard copy
Asset register	Hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<a href="#">Website</a> / hard copy / electronic
Extra-curricular activities: termly What's On leaflet	Website / hard / electronic copy
Activities Week booklet	Website / hard / electronic copy
<p>School publications:</p> <ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Sixth Form Prospectus</li> <li>• Options publications</li> <li>• Termly newsletters</li> </ul>	Website / hard / electronic copy
Schedule of lettings fees	Hard / electronic copy