



THE BISHOP'S STORTFORD HIGH SCHOOL
FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Date of last review:	January 2019	Review period:	4 years
Date of next review:	Spring 2023	Owner:	Governing Body
		Approval:	



TBSHS: A truly all-round education



1. Introduction: what a publication scheme is and why it has been developed

Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1st January 2011, academies.

In order to comply with the requirements of the Act, the publication scheme covers the School's commitment on the following points:

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

Categories of Information Published

The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

[www.ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf]

This information is available on the website www.tbshs.org and is categorised in 'Classes' as outlined later in this Scheme.

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. This includes information protected by the Data Protection Act.
- 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.
- One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

2. Aims and Objectives of the School

The Bishop's Stortford High School aims to promote traditional values of courtesy, respect and good discipline, though we also recognise the need to provide all our students with the tools they require to flourish and succeed, both now and in the future, and help them develop the skills and qualities that will ensure they are ready for the challenges that lie ahead.

Our focus is on delivering high quality, engaging lessons and providing students with the care and guidance that allows them to succeed. We combine this with our extremely successful and wide-ranging enrichment programme, in which all students are encouraged to participate, as we believe that leading rich and varied lives allows them to flourish. We build positive relationships, which means all students are provided with the support they need to really engage with, and enjoy, school life. We encourage an open flow of communication between school and home so that parents really feel in touch with their child's development.

This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do - Organisational information, structures, locations and contacts.
- What we spend and how we spend it - Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
- What our priorities are and how we are doing - Strategies and plans, performance indicators, 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
- Lists and registers
- The services we offer- Information about the services the school provides including leaflets, guidance and newsletters.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Please note there is a charge of 5p per sheet. Contact details are set out below, or you can visit our Website at: www.tbshs.org

Email: office@tbshs.org

Tel: 01279 868686

Fax: 01279 868687

Contact Address:

The Bishop's Stortford High School
London Road
Bishop's Stortford
Hertfordshire
CM23 3LU.

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please). If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on the School's website is free, although you may incur costs from your Internet service provider. Single copies of information covered by this publication are provided free unless stated otherwise.

However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video

In such instances, you will be notified in advance. If your request is for multiple copies or several different sheets the school will charge 5p per sheet to cover the cost.

6. Classes of Information Currently Published

Class 1: Who we are and what we do

(Organisational information, structures, locations and contacts)

- Contact details for the School and Key Personnel
- Members of the Governing Body and the basis of their appointment
- Instrument of Government
- School and Sixth Form Prospectus
- Curriculum Outline
- School session times and term dates

Class 2: What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and two previous financial years.)

- Annual budget plan and financial statements
- Capital funding
- Financial audit reports
- Procurement and contracts
- Pay policies
- Staff pay and grading structure
- Staff and Governor allowances and expenses

Class 3: What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

- Government supplied performance data
- Latest Ofsted report
- Performance management policy and procedures adopted by the Governing Body
- Safeguarding and Child Protection policies and procedures
- Future plans for the School

Class 4: How we make decisions

(Decision making processes and records of decisions - Current and previous three years)

- Admissions policy/decisions including the Appeals process (not individual admissions decisions)
- Terms of Reference, Agendas and minutes of meetings of the Governing Body and its sub-committees
 - excluding information properly considered to be 'Confidential'

Class 5: Our policies and procedures

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

- School policies including all statutory policies for schools (<https://www.gov.uk/government/publications/statutory-policies-for-schools>)
- GDPR and Privacy Policies
- Records management policy
- Freedom of Information – publication scheme
- Equality and Diversity policies

- Recruitment Policies
- Charging and Remissions policy

Class 6: Lists and Registers

(Currently maintained lists and registers only)

- Curriculum circulars and statutory instruments
- Disclosure logs
- Asset register
- Any information the school is currently legally required to hold in publicly available registers

THIS DOES NOT INCLUDE ATTENDANCE REGISTERS

Class 7: The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) *Current information only*

- Extra-curricular activities
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets and newsletters

Much of this information available on our website www.tbshs.org

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher, The Bishop's Stortford High School, London Road, Bishop's Stortford, Herts, CM23 3LU.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

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

or

Enquiry/Information Line: 0303 123 1113 / 01625 545 745

Website : www.informationcommissioner.gov.uk