



NEW POLICY

August 2024
Review August 2025

Introduction

The Freedom of Information Act 2000 requires all public authorities (including schools) to produce a register of all types of information that they will make available to the public.

This Publication Scheme follows a model approved by the Information Commissioners Office (ICO) and commits Westhoughton High School (“School”, “we”, “us”, “our”) to make information available to the public as part of its normal business activities. We will:

- Proactively publish 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.
- Specify the information which is held by the school and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the school makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information regulations Information Act section 19. The term ‘dataset’ is defined in section 11 (5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19 (8) of that Act.

Classes of Information

Information that is available under this scheme includes:

- **Who we are and what we do:** Organisational information, structures, locations and contacts.
- **What we spend and how we spend it:** Financial information related to 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 for delivering our services and responsibilities.

- **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the school.
- **The services we offer:** Information about the services the School provides including leaflets, guidance and newsletters.

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 2000, 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.

How information published under this scheme will be made available

Information covered by this scheme will, as far as possible, be published on the School 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, information covered by this scheme can also be obtained by contacting our DPO by email dpo@westhoughton-high.org. Requested information under this scheme will be provided electronically, however paper copies can be provided upon request.

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 we are legally required to translate any information, we will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in the forms and formats will be adhered to when providing information in accordance with the scheme.

To enable us to process your request as soon as possible, please mark correspondence "PUBLICATION SCHEME REQUEST".

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, transparent and kept to a minimum.

Material which is published and accessed on the 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 costs incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Single copies of information requested which are covered by the publication scheme will be provided free unless stated otherwise within the scheme. If the request involves a large amount of photocopying, printing or postage, then this may be at a cost. 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 the school 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 2000, please mark any correspondence "FREEDOM OF INFORMATION REQUEST".

The Publication Schedule

Who we are and what we do:	
Our organisational information, structures, locations and contacts	Location
School ethos	Website
Instrument of government	Hard copy
Information relating to the Governing Body and the duties of governors	Website
School prospectus	Website
An outline of the school curriculum	Website
School timetable	Website
School term dates	Website
Location and contact information	Website
Our staff	Website

What we spend and how we spend it:	
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Location
Annual budget plan and financial statements	Hard copy
Expenditures – details of expenditure items over £5,000, including costs, supplier and transaction information	Hard copy
Capital funding	Hard copy
Financial audit reports	Hard copy
Procurement and contracts – details of the procedures used for the acquisition of goods and services and details of contracts that have gone through the tendering process	Hard copy
Staff allowances and expenses – what can be incurred or claimed, with totals paid to individual senior staff members by reference to	Hard copy

categories	
Staff pay and grading structures	Hard copy
Premiums or other forms of financial support available – pupil premium funding and how we spend it	Website

What our priorities are and how we are doing:	
Strategies and plans, performance indicators, audits, inspections and reviews	Location
Performance data supplied to the government	Website
Latest Ofsted report	Website
Performance management information	Hard copy
Future plans	Hard copy
Exam and assessment results	Website
Performance tables	Website
Data Protection Impact Assessments or any other Impact Assessments	Hard copy

How we make decisions:	
Decision making processes and records of decisions – including the current year and the previous three years	Location
Admissions policy and decisions	Website
Minutes of meetings of the Governing Body and its committees – agendas and papers considered at meetings, unless an exemption applies to the information or parts of it	Hard copy

Our policies and procedures:	
Our current written protocols, policies and procedures for delivering our services and responsibilities	Location
School policies and other documents – DfE statutory policies are published on our School website, hard copies of other policies can be provided upon request	Website / Hard copy
Data Protection (including record management and access to information policies)	Website
Equality & Diversity	Website

Safeguarding & Child Protection	Website
Pay Policy	Hard copy
Health & Safety Policy	Website
Safer Recruitment Policy	Hard copy
Careers Programme Information (CEIAG)	Website
Complaints Procedures, including for dealing with parental complaints	Website
Charging & Remissions Policy	Website

Lists and registers:	
Our currently maintained lists and registers – this does not include attendance registers	Location
Curriculum circulars and statutory instruments – statutory instruments (regulations), departmental circulars and administrative memoranda sent to the Headteacher or Governing Body concerning the curriculum	Hard copy
CCTV – details of the locations of any overt CCTV surveillance cameras operated by School, or on our behalf	Hard copy
Disclosure logs – FOIR & EIR requests	Hard copy
Asset register	Hard copy
Any information we are currently legally required to hold in publicly available registers	Hard copy

The services we offer:	
Information about the services we provide including leaflets, guidance and newsletters	Location
Extra-curricular activities and any out of School clubs	Website
Newsletters	Website
School publications	Hard copy
Leaflets and booklets	Hard copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy