



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

FREEDOM OF INFORMATION PUBLICATION SCHEME

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

Author	L Fullbrook School Business Manager	Review Period	2 years
Version	3	Status	Approved
Committee	Finance, Staffing and Premises Committee	Date Approved	14 th June 2023
Link Governor	Mr W Edwards	Review Date	June 2025



Aims of the publication scheme

This publication scheme commits Highdown School and Sixth Form Centre to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy

- To proactively publish or otherwise make available as a matter of routine, information, including environmental 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.

Classes of information

- **Who we are and what we do.**
Organisational information, structures, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it.**
Financial information relating to actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**
Strategies 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 services and responsibilities. We would expect information in this class to be current only.
- **Lists and Registers.**
Information held in registers by law and other lists and registers relating to the functions of the Academy.
- **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. 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

Where it is within the capability of Highdown School and Sixth Form Centre, information will be published on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Academy 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 Academy 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.

Academy website: www.highdown.reading.sch.uk

Charges

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage or 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 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 of fees which is made 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 the provision of information.

Written requests

Information held by Highdown School and Sixth Form Centre 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.

Contact information

If you require a paper version of any information, or wish to ask whether information is available please contact the Academy by telephone, email or letter. Contact details are set out below or you can visit our website at www.highdown.reading.sch.uk

Tel: 0118 9015 800

Email: office@highdown.reading.sch.uk

Address: Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading. RG4 8LR

To help us process your request quickly, any correspondence should be clearly marked 'Publication Scheme Request'

Complaints

Where we have not been able to satisfy the FOI request for any reason then the requester will be directed to the Complaints Policy and Procedure.

Monitoring, evaluation and review

The Governing Body will Review this policy at least every 2 years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy

Appendix 1: Guide to information available under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do		
	Website	No Charge
Academy Funding Agreement – a link to the document on the Department for Education's website	Website	No Charge
Who's Who in the Academy	Website	No Charge
Who's Who on the Governing Body and the basis of their appointment	Via Clerk to Governing Body	No Charge
School session times, term dates and holidays	Website	No Charge
Location and contact information – address, telephone number and website	Via Main Office/Website	No Charge
Contact details for the Headteacher and the Governing Body	Via Clerk to Governing Body	No Charge
School Prospectus	Website	No Charge
School Session times and term dates	Website	No Charge
GCSE results – a link to the data on the Department for Education's website	Website	No Charge

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capital funding	Hard Copy	Schedule of Charges
Financial Audit Reports	Hard Copy	Schedule of Charges
Procurement and contracts	Hard Copy	Schedule of Charges
Pay policy	Hard Copy	Schedule of Charges
Governors' allowances	Hard Copy	Schedule of Charges

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing		
Current information	(hard copy and/ or website)	
School profile <ul style="list-style-type: none"> Government supplied performance data OFSTED report – summary and full report 	Hard Copy/Gov.uk website Website	Schedule of Charges No Charge
Academy Improvement Plan	Hard Copy	Schedule of Charges
Safeguarding Policy and Procedures	Website	No Charge

Information to be published	How the information can be obtained	Charge
How we make decisions	(hard copy and/ or website)	
Admissions policy (not individual admission decisions)	Website	No Charge
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy	Schedule of Charges

Information to be published	How the information can be obtained	Charge
Our policies and procedures	(hard copy and/ or website)	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Equality and Diversity (Including equal opportunities) Policies • Staff recruitment policies 	Via Email Hard Copy	No Charge Schedule of Charges
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Via Email Hard Copy	No Charge Schedule of Charges
Records management and personal data policies <ul style="list-style-type: none"> • Information security • Records retention 	Via Email Hard Copy	No Charge Schedule of Charges
<ul style="list-style-type: none"> • Destruction and archive policies • Data Protection policies 		

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Hard Copy	Schedule of Charges
Disclosure logs	Hard Copy	Schedule of Charges
Asset register	Hard Copy	Schedule of Charges
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy	Schedule of Charges

Information to be published	How the information can be obtained	Charge
The services we offer	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Hard Copy	Schedule of Charges
Out of school clubs	Hard Copy	Schedule of Charges
School publications	Hard Copy	Schedule of Charges
Services for which the Academy is entitled to recover a fee, together with those fees	Hard Copy	Schedule of Charges
Leaflets, booklets and newsletters	Hard Copy	Schedule of Charges

Appendix 2: Schedule of charges

Information published on the website is free, apart from any connection costs payable to your internet provider. If you do not have internet access, you can access our website using a local library or an internet café

Single printed copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have a significant amount of photocopying, printing, pay a large postage charge, or is for a priced item such as some printed publications or DVDs we will inform you of the full costs before fulfilling your request.

The table below describes how the charges have been arrived at:

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @ 5p per sheet for black and white.	Actual Cost 5p
	Photocopying/printing @ 10p per sheet for colour	Actual Cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation
Other	£2 per item which includes research. Number of items and costs will be advised prior to starting work	