

Freedom of Information Act Publication Scheme

Committee with oversight for this policy – Resources	
Policy to be approved by the Resources Committee	
Policy last reviewed by the Resources Committee	10/03/2016
Policy last ratified and adopted by Full Governing Body	N/A
Policy / Document due for review	Spring 2020

Villiers High School

Freedom of Information Act Publication Scheme

1. Introduction

The Freedom of Information Act (FOIA) requires all public authorities (including schools) to adopt and maintain a publication scheme from 1 January 2009. The Information Commissioner's Office (ICO) developed a model policy and publication scheme for schools which was adopted for this policy by Villiers High School. The policy will be reviewed regularly as part of the school's policy review program.

The policy commits the school to "produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public". This information is provided in the attached guide to information.

2. Information included in the guide to information

The guide includes a list of the information that the school holds, how it will make the information routinely available, how the information can be accessed, whether or not a charge will be made for it and if so, what the cost will be. A copy of the FOIA policy is kept in the school office and is on the school website.

3. Fees and charging

Information through the school's publication scheme is readily available. It can be accessed through the school website at no charge or through the school office at a low charge. These charges are made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for. Anyone requesting information will be informed of any charge before the information is provided. The school may ask for payment before providing the information. Should the school receive a FOI request which requires significant staff time to prepare and compile the information a charge will be levied for time.

4. FOI requests and the publication scheme

It is important to note that the school's publication scheme sets out the information that is routinely available. Information that is not listed in the guide to information may still be requested and will be made available unless it can be legitimately withheld. Requests for information should be made to the Head Teacher.

Guide to information available from Villiers High School under the Freedom of Information publication scheme.

5. More information

Further information on freedom of information, can be found on the Information Commissioner's Office (ICO) website or by contacting the ICO on:

Phone: 08456 30 60 60 or 01625 54 57 45

Email: by using the online enquiry form on the ICO website

WWW: www.ico.gov.uk

6. FOIA Disclosure Log maintained by School

Record of FOIA Requests				
Date	FOIA Request	Member of Staff	Cost/payment received	Date of completion

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 1

Information to be published	How the information can be obtained	Cost
Who we are and what we do (This includes organisational information, structures, locations and contacts etc)	Villiers High School Boyd Avenue, Southall Middlesex, UB1 3BT Telephone: 020 8813 8001 Email: info@villiers.ealing.sch.uk	
Who's who in the school	Hard copy Contact school office	10p/sheet
Who's who on the governing body and the basis of their appointment	Hard copy Contact school office	10p/sheet
Instrument of Governance	Hard copy Contact school office	10p/sheet
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address, if used)	Hard copy Contact school office	10p
School prospectus	Hard copy Contact School office	Free
Staffing structure	Hard copy Contact school office	10p/sheet

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 2

Information to be published	How the information can be obtained	Cost
What we spend and how we spend it (This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year)		
Annual budget plan and financial statements	Hard copy Contact school office	10p/sheet
Capitalised funding	Hard copy Contact school office	10p/sheet
Procurement and projects	Hard copy Contact school office	10p/sheet
Pay policy	Hard copy Contact school office	10p/sheet
Staffing and grading structure	Hard copy Contact school office	10p/sheet
Governors' allowances	N/A	

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 3

Information to be published	How the information can be obtained	Cost
What our priorities are and how we are doing (This includes the school's strategies and plans, performance indicators, audits, inspection and reviews etc)		
School profile: <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard copy	10p/sheet
Performance management policy and procedures adopted by the governing body.	Hard copy	10p/sheet
Schools future plans (School Improvement Plan)	Hard copy	£2.00

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 4

Information to be published	How the information can be obtained	Cost
How we make decisions (This includes information on decision making processes and records of decisions for the current and previous three years)		
Admissions policy/decisions (not individual admissions decisions)	Hard copy Contact school office	10p/sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact school office	10p/sheet
Minutes of meetings (as above) – please note that this will exclude information that is properly regarded as private to the meetings	Hard copy Contact school office	10p/sheet

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 5

Information to be published	How the information can be obtained	Cost
Our policies and procedures (This includes the school's current written protocols, policies and procedures for delivering our services and responsibilities. The school has a policy file which includes an overview of all of these policies and procedures and their review timetable.) The school also runs visitor mornings each half term and will provide visitors with copies of policies on request.		
School policies including: <ul style="list-style-type: none"> • Acceptable Use of the Internet and ICT Policy • Assessment, Recording and Reporting Policy • Charging and Remissions Policy • Collective Worship/Assembly Policy • Complaints Procedure • Equal Opportunities and Racial Equality Policy • Finance Procedures/FMSIS • First Aid Procedures • Food Policy • Health and Safety and Emergency Plan • Home-school agreement and Home School Policy 	Hard copy Contact school office	10p/sheet

<ul style="list-style-type: none"> • Homework policy • Lettings Agreement • Pupil Behaviour and Anti-Bullying Policy • Religious Education Policy • School Access Plan and Disability Equality Scheme Policy • Sex Education Policy • Smoking Policy • Special Educational Needs • Staff Absence and Cover Policy • Staff Conduct Policy • Staff Development and Performance Management Policy • Staff Discipline Procedure • Staff Grievance Procedure • Staff Recruitment Policy • Staff Probationary Guidelines • Teaching and Learning Policy 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data protection (including information sharing policies) • 	Hard copy Contact school office	10p/sheet

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 6

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers (This includes currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	This information may only be available by inspection	N/A
FOI Disclosure logs	This information may only be available by inspection by approved agencies	N/A
Asset register	This information may only be available by inspection by approved agencies	N/A
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	This information may only be available by inspection by approved agencies	N/A

Guide to information available from Villiers High School under the Freedom of Information publication scheme. CLASS 7

Information to be published	How the information can be obtained	Cost
The services we offer (This includes current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Hard copy Contact school office	10p/sheet
Out of school clubs	Hard copy Contact school office	10p/sheet
School publications	Hard copy Contact school office	10p/sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact school office	10p/sheet
Leaflets books and newsletter	Website www.villiers.ealing.sch.uk	Free

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	How the information can be obtained	Cost
Additional Information	Hard copy Contact school office	

Schedule of Charges

This describes the basis on which the above charges have been made and how they are calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Statutory Fee	This includes all costs for photocopying and postage of documents (see below)	In accordance with the relevant legislation (FOI Act 2005)
Disbursement cost	Photocopying/printing @ 10p per sheet (black and white)	Actual cost * (8p per sheet)
	Photocopying/printing @ 20p per sheet (colour)	Actual cost * (19p per sheet)
	Photocopying/printing a report	Cost of photocopying

	(black and white) @ £2.00 per report	and administration
	Postage: (standard small envelope) (C5/A4 envelope)	Actual cost of Royal Mail standard 2 nd class