



DURRINGTON HIGH SCHOOL

## **Publication Scheme on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

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

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

Some information which we hold may not be made public, for example personal information and is covered by the Data Protection Act. Applicants have the right to be told whether the information exists and to receive the information within 20 working days.

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

### **2. Aims and Objectives**

Durrington High School aims to:

- enable every child to fulfill their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

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

### **3. Categories of information published**

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

Organisational information, locations and contacts, constitutional and legal governance.

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

Financial information relating to projected and actual income and expenditure.

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

Strategy and performance information, inspections/reports.

## **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities. Key decisions and consultation mechanisms which may affect the school.

## **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**

Advice and guidance, booklets and leaflets, transactions and media releases.

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.
- 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.

The method by which information published under this scheme will be made available and the school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school 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 an authority 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.

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 and transparent and kept to a minimum.

Material which is published and accessed on a 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 disbursements incurred such as:

- photocopying
- postage and packaging
- the 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 the 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 or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Information held by a public authority 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.

#### **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. Contact details are set out below

Email: [jkentfield@durring.com](mailto:jkentfield@durring.com)

Tel: **01903 244957**

Fax: **01903 245079**

Contact Address: **The Boulevard, Worthing, West Sussex, BN13 1JX**

#### **5. 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.

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: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**Reviewed and updated September 2016**

Information to be published	How the information can be obtained	Charge
<p><b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	Website	No charge
Academy Funding Agreement – a link to the document on the Department for Education’s website	<a href="https://www.gov.uk/government/organisations/education-funding-agency">https://www.gov.uk/government/organisations/education-funding-agency</a>	No charge
Academy Order (if applicable)	Website	No charge
School staff and structure – names of key personnel	Website	No charge
Chair of Governing Body	Mr Angus Watts c/o <a href="mailto:jkentfield@durring.com">jkentfield@durring.com</a>	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Headteacher	Website c/o <a href="mailto:jkentfield@durring.com">jkentfield@durring.com</a>	No charge
School Prospectus	Website	No charge
GCSE results and inspection plans	Website	Free of charge
<p><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) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House). As we became an Academy 1.4.2014 there are no accounts available until 2015.</p>		

Anything not covered by the above please put your request in writing to [jkentfield@durring.com](mailto:jkentfield@durring.com)