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Next review:	November 2018

Harrogate High School Freedom of Information Act Publication Scheme

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public Model publication scheme Model publication

scheme Version 1.2 20151023 2 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of 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

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, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy 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 functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

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.
- 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

The authority 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 a public authority, 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, a public authority 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 authority 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 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. Requests should be made to the Finance Director, Harrogate High School, Ainsty Road, Harrogate, HG1 4AP.

The method by which information published under this scheme will be made available

See table below, which identifies the information which meets the requirements of the Information Commissioner.

Freedom of Information

Guide to information available from Harrogate High School Academy Trust under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts)		
This will be current information only		
Academy Funding Agreement	School website http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
Academy Order	Available for inspection only Contact Finance Director on 01423 548800 or sco@harrogatehighschool.co.uk to request an appointment.	Free
School staff and structure – names of key personnel	School website http://www.harrogatehighschool.co.uk/about-us/page.asp?page=School-staff-governors	Free
Governing body – names and contact details of the governors and the basis of their appointment	School website http://www.harrogatehighschool.co.uk/about-us/page.asp?page=School-staff-governors	Free
School session times, term dates and holidays	School website http://www.harrogatehighschool.co.uk/parents-students/	Free
Location and contact information – address, telephone number and website	School website http://www.harrogatehighschool.co.uk/	Free
School prospectus and details of curriculum	School website http://www.harrogatehighschool.co.uk/	Free
GCSE results – a link to the data on the Department for Education’s website	School website http://www.harrogatehighschool.co.uk/other/page.asp?page=schoolperformancetables	Free
What we spend and how we spend it (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). N.b. First set of published accounts was made up to end August 2013.		
Annual budget plan and financial statements	Budget may be requested from Finance Director via email: sco@harrogatehighschool.co.uk Financial statements (company accounts) published on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	School website www.harrogatehighschool.co.uk	Free
Additional funding – income generation schemes and other sources of funding.	See financial statements on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
Procurement and contracts – details of procedures used for the	Request via email from the Finance Director: sco@harrogatehighschool.co.uk	Free

acquisition of goods and services. Details of contracts that have gone through a formal tendering process.		
Staffing and grading structure	Request via email from the Finance Director: sco@harrogatehighschool.co.uk	Free
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Request via email from the Finance Director: sco@harrogatehighschool.co.uk	Free
Staff allowances and expenses	Request via email from the Finance Director: sco@harrogatehighschool.co.uk	Free
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	See Articles of Association para 6.5 available on school website http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information should be published.		
School profile • Government supplied performance data • Ofsted report – summary and full report	School website • Performance data: http://www.harrogatehighschool.co.uk/other/page.asp?page=schoolperformancetables • Ofsted report: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=ofsted	Free
Performance management information	Included in Annual Report and Accounts available on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Included in Annual Report and Accounts available on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	School website http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures	Free
How we make decisions (Decision making processes and records of decisions)		
Current and previous three years as a minimum		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Current policy is on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures Previous years’ policies available via email from Finance Director, sco@harrogatehighschool.co.uk	Free
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Available via email from admin@harrogatehighschool.co.uk	Free
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
<p>School policies including:</p> <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 • Recruitment of staff 	<p>Policies relating to parents and students are available from the school website:</p> <p>http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures</p> <p>Policies relating to staff are available via email from the Finance Director sco@harrogatehighschool.co.uk</p>	Free
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Behaviour • Curriculum • Sex education • Special education needs • Equalities scheme including accessibility plan 	<p>School website:</p> <p>http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures</p>	Free
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information request handling policy • Information security • Records retention • Destruction and archive policies • Data Protection policies 	<p>School website:</p> <p>http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures</p> <p>Or available via email from the Finance Director sco@harrogatehighschool.co.uk</p>	Free
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p>	<p>School website:</p> <p>http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures</p> <p>Details of vacancies and recruitment information available from school website:</p> <p>http://www.harrogatehighschool.co.uk/vacancies/</p>	Free
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Charges and remissions policy available from school website:</p> <p>http://www.harrogatehighschool.co.uk/about-us/page.asp?page=Policies_and_Procedures</p> <p>Only other charges made fall under this publication scheme.</p>	Free
Lists and Registers		
Currently maintained lists and registers only		
<p>Curriculum circulars and statutory instruments</p>	<p>Statutory instruments available on school website:</p>	Free

	http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	
Disclosure logs	Business interests are published on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company Log of racist incidents available in Academy Head's Report to Governing Body. To request a copy email admin@harrogatehighschool.co.uk	Free
Asset register	Available for inspection only. Contact Finance Director on 01423 548800 or sco@harrogatehighschool.co.uk to request an appointment.	Free
Any information the Academy is currently legally required to hold in publicly available registers	Statutory registers held in registered office at Harrogate High School, Ainsty Road, Harrogate, North Yorkshire, HG1 4AP. Available for inspection only. Contact Finance Director on 01423 548800 or sco@harrogatehighschool.co.uk to request an appointment.	Free
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Extra-curricular activities	School website http://www.harrogatehighschool.co.uk/other/	Free
Out of school clubs	School website http://www.harrogatehighschool.co.uk/other/	Free
School publications	School website http://www.harrogatehighschool.co.uk/other/	Free
Services for which the Academy is entitled to recover a fee, together with those fees	Charging and remissions policy on school website: http://www.harrogatehighschool.co.uk/about-us/page.asp?page=company	Free
Leaflets, booklets and newsletters	School website http://www.harrogatehighschool.co.uk/parents-students/page.asp?page=Letters_and_News_letters	Free

Hard copies of all information above may be requested via admin@harrogatehighschool.co.uk (except where otherwise specified) or by telephoning 01423 548800, but will incur a charge of 5p per sheet plus postage at actual cost of 2nd class Royal Mail.