

# Freedom of Information Act

## Publication Scheme for Sacred Heart High School

### October 2021

This publication scheme commits Sacred Heart High School 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Sacred Heart High School Hammersmith

- To 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.
- To specify the information which is held by the school 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 school 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 school 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 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 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 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 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.

### **Contact**

The Governance Professional  
 Sacred Heart High School Hammersmith, 212 Hammersmith Road, London W6 7DG  
 Tel: 020 8748 7600 Email: [info@sacredh.lbhf.sch.uk](mailto:info@sacredh.lbhf.sch.uk)

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

**See further details below**

# Freedom of Information

## Guide to information available from Sacred Heart High Hammersmith under the publication scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	CHARGE
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	No Charge
School staff and structure – names of key personnel	Website	No Charge
Governing body – names and contact details of the governors and the basis of their appointment	Website	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 and the Governing Body	Website	No Charge
School Prospectus	Website	No Charge
School Session times and term dates	Website	No Charge
GCSE results	Website	No Charge
<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 Current and the previous year financial years		
Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capital funding	Hard Copy	Schedule of Charges
Additional funding	Hard Copy	Schedule of Charges
Procurement and Projects	Hard Copy	Schedule of Charges
Staffing and grading structure	Hard Copy	Schedule of Charges
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard Copy	Schedule of Charges
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy	Schedule of Charges
<b>What our priorities are and how we are doing</b> Current information published.		
School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> <li>Examination Results</li> </ul>	Hard Copy Website Website	Schedule of Charges No Charge No Charge
Performance management information	Hard Copy	Schedule of Charges
School Improvement Plan	Hard Copy	Schedule of Charges
Safeguarding policies and procedures.	Website	No Charge

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	CHARGE
<b>How we make decisions</b> <b>Decision making processes and records of decisions</b> Current and previous three years as a minimum		
Admissions policy – decisions (not individual admission decisions)	Website	Website
Governing body meeting agendas, papers and minutes – This will exclude any information that is properly regarded as private to the meetings.	Hard Copy	Schedule of Charges
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<i>School policies including:</i> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul>	Website Hard Copy	No Charge No Charge Schedule of Charges
<i>Pupil and curriculum policies, including:</i> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Via Email Website Hard Copy	No Charge No Charge Schedule of Charges
<i>Records management and personal data policies</i> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Data Protection policies</li> </ul>	Via Email Hard Copy	No Charge Schedule of Charges
<i>Equality and diversity</i> (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	Web Site	No Charge
<i>Charging regimes and policies</i> 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.	Website	No Charge

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	CHARGE
<b>Lists and Registers</b> 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	Inspection	No Charge
Asset register	Inspection	No Charge
Any information the Academy is currently legally required to hold in publicly available registers – this does not include the attendance register	Inspection Hard Copy	No Charge Schedule of Charges
<b>The services we offer</b> <b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</b> Current information only		
Extra-curricular activities	Website	No Charge
Out of school clubs	Website	No Charge
School publications	Website	No Charge
Services for which the Academy is entitled to recover a fee, together with those fees	Hard Copy	No Charge
Leaflets, booklets and newsletters	Website	No Charge

## Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	CHARGE
<b>Disbursement Cost</b>	Photocopying/printing @ 5p per sheet	Actual Cost*
	Photocopying /printing @ 20p per sheet - colour	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with relevant legislation

\*minimum cost to academy including some administration costs