



FREEDOM OF INFORMATION POLICY (including Publication Scheme)

In Brief

Bournemouth School is committed to achieving the highest academic standards through a broad and balanced curriculum for boys aged 11-16, and boys and girls aged 16-18. Outstanding academic results are achieved through a partnership between our students, highly qualified staff and supportive parents.

Bournemouth School's Publication Scheme on information available under the Freedom of Information Act 2000

1 INTRODUCTION : What a publication scheme is and Why it has been developed

The Freedom of Information Act 2000 (FOIA) came into force on 1 January 2005 for all Local Authority schools and from 1 January 2011 for all Academies.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, 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
- whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. *All information in our publication scheme is either available for you on our website to download and print off or available in paper form.*

Some information we hold may not be made public, for example, personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the Department for Education.

2 RELEASE OF INFORMATION

Unless it is in the public interest to withhold information it has to be released. A request can be refused if

- it would cost too much to comply
- the request is vexatious or repeated
- the information is exempt from disclosure under one of the exemptions in the Act

If a request is refused a written response will be provided stating what exemption or exemptions were applied, why they were applied and, where appropriate, the public interest factors against disclosure.

3 CLASSES OF INFORMATION

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- who we are and what we do
- what we spend and how we spend it
- what our priorities are and how we are doing
- how we make decisions
- our policies and procedures
- lists and registers
- the services we offer

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

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 or you can visit our website at www.bournemouth-school.org:

Telephone: 01202 512609
Email: office@bournemouth-school.org
Fax: 01202 516095
Address: Bournemouth School, East Way, Bournemouth, Dorset BH8 9PY

To help us process your request quickly, please mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please).

If the information you are looking for is not available via the scheme and is not on our website, you may still contact the school to ask if we have it.

5 CHARGES

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless specified otherwise. However, if your request involves a lot of photocopying or printing, or the payment of a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Payment may be requested prior to provision of the information sought.

We reserve the right to refuse to supply information where the cost of doing such exceeds the statutory maximum of £450.

6 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 Head Teacher.

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. In most cases the ICO will not look at a complaint before it has been internally reviewed by the school. However, in undefined exceptional circumstances the Information Commissioner's Office will allow a complaint to be made directly to it without an internal review being conducted.

When making a complaint to the ICO it takes a lot more than sending an email to ask for an internal review. A requester has to use the ICO's [Complaints Form](#) (you may wish to use their helpline: 0303 123 1113).

Who we are and what we do

Organisational information, structures, locations and contacts (current information only)

Information to be published	How the information can be obtained
Academy Funding Agreement	Website
Articles of Association	Website
School prospectus and inserts – including an outline of the curriculum	Website
Governing Body – names, basis of appointment and contact details	Website
School session times, term dates and holidays	Website
Location and contact information	Website
School Staff and Structure – names of key personnel	Website
GCSE Results	Website

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (for current and previous two years)

Information to be published	How the information can be obtained
Annual Budget Plan and financial statements	Website
Capital funding – details of capital finding allocated to the school along with information on related building projects and other capital projects	Website
Additional funding – income generation schemes and other sources of funding	Hard copy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process	Hard copy
Staffing and grading structure	Hard copy
Academy Pay Policy	Hard copy
Governors' allowances – details of allowances and expenses that can be claimed or incurred	Hard copy
Academy Finance Policy (Finance Scheme of Delegation) – including procurement details and purchasing authority limits	Hard copy

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews (current information)

Information to be published	How the information can be obtained
School Profile <ul style="list-style-type: none">Government supplied performance dataOfsted report – summary and full report	Website
Performance management policy and procedure	Hard Copy
School self evaluation and improvement planning	Hard Copy
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Website

How we make decisions

Decision making processes and records of decisions (for current and previous three years)

Information to be published	How the information can be obtained
Admissions policy – arrangements, procedures and rights of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Website
Governing Body meeting agendas, papers and minutes - (excluding information properly regarded as private meetings)	Hard copy

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (current information only)

Information to be published	How the information can be obtained
Extra-curricular activities	Website
Out of school clubs	Website
School publications, newsletters, booklets and leaflets	Website

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)

Information to be published	How the information can be obtained
Accessibility plan	Website
Behaviour, exclusions and drugs	Website
Capability of staff	Hard copy
Charging and remissions	Website
Child protection	Hard copy
Children with health needs who cannot attend school	Hard copy
Complaints	Website
Data protection policy and privacy notices	Hard copy
Designated teacher for looked after children	Hard copy
Equality and diversity [policies, schemes, statements, procedures, guidelines]	Website
First aid	Hard copy
Health and safety	Hard copy
Newly qualified teachers	Hard copy
Premises management	Hard copy
Protection of children's biometric information	Hard copy
Provider access	Website
Sex and relationships	Hard copy
Special educational needs	Website
Staff conduct policy	Hard copy
Staff discipline and grievance policies	Hard copy
Staff recruitment	Hard copy
Statement of procedures for dealing with allegations of abuse against staff	Hard copy
Supporting pupils with medical conditions	Hard copy
Whistle-blowing	Website
	Hard Copy
	Website

Lists and Registers

(Currently maintained lists and registers only)

Information to be published	How the information can be obtained
Asset Register	Available for inspection
Disclosure Logs	Available for inspection

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.