



Policy Under Review



Freedom of Information Act 2000 - Publication Scheme

Version: 3.02

Date Released: 21st November 2014

The Harbour School

Freedom of Information Publication Scheme

(Information available under the Freedom of Information Act 2000)

The Governing Body is responsible for the maintenance of this scheme.

This publication scheme commits the 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.

The scheme commits the school:

- 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 that 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.

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 school.

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 a 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.
- 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.

Classes of Information

Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts <i>This will be current information only</i>		
Information to be published	How the information can be obtained	Cost £
Who's who in the school	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Who's who on the Governing Body and the basis of their appointment	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Instrument of Government	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Contact details for the Head teacher and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Staffing structure	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
School session times and term dates	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule

Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost £
Annual budget plan and financial statements	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Capitalised funding	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Additional funding	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Procurement and projects	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Pay policy	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Staffing and grading structure	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Governors' allowances	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Current information as a minimum

Information to be published	How the information can be obtained	Cost £
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 	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Performance Management Policy and procedures adopted by the Governing Body.	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
School's future plans: <ul style="list-style-type: none"> - School Improvement Priorities - School Improvement Plan 	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Every Child Matters - policies and procedures	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule

Class 4 - How we make decisions

Decision making processes and records of decisions

Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost £
Admissions Policy	<p>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
Admission Decisions (not individual admission decisions)	<p>Hard Copy: Contact the School Office</p>	<p>Price per copy / postage fee as per charging schedule</p>
Agendas of meetings of the Governing Body and (if held) its Teams / Committees	<p>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
<p>Minutes of meetings of the Governing Body and (if held) its Teams/Committees</p> <p><i>NB: this will exclude information that is properly regarded as private to the meetings.</i></p>	<p>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>

Class 5 - 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	Cost £
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and Remissions • Complaints • Staff Conduct • Discipline and Grievance • Information Request Handling • Equality and Diversity (including equal opportunities) • Safer Recruitment 	<p>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school Agreement • Sex Education • Special Educational Needs 	<p>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information Security • Records Retention, Destruction and Archive • Data Protection (including information sharing policies) 	<p>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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>Website: www.harbour.kent.sch.uk</p> <p>Hard Copy: Contact the School Office</p>	<p>FREE</p> <p>Price per copy / postage fee as per charging schedule</p>

Class 6 - Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost £
Curriculum circulars and statutory instruments	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Disclosure logs	Inspection Only: Contact the School Office	FREE
Asset register	Inspection Only: Contact the School Office	FREE
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only: Contact the School Office	FREE

Class 7 - 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	Cost £
Extra-curricular activities	Inspection Only: Contact the School Office	FREE
Out of school clubs	Inspection Only: Contact the School Office	FREE
School publications	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule
Services for which the school is entitled to recover a fee, together with those fees	Website: www.harbour.kent.sch.uk Hard Copy: Contact the School Office	FREE Price per copy / postage fee as per charging schedule
Leaflets books and newsletters	Hard Copy: Contact the School Office	Price per copy / postage fee as per charging schedule

CONTACT DETAILS

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, e-mail, fax or letter. Contact details are set out below or you can visit our website at www.harbour.kent.sch.uk.

E-mail office@harbour.kent.sch.uk

Tel: 01304 201964

Fax: 01304 225000

Contact Address: Harbour School, Elms Vale Road, Dover, Kent, CT17 9PS

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

If the information you're looking for isn't available via the scheme and it isn't on our website, you can still contact the school to ask if we have it.

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	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.01p per sheet (black & white)	Actual cost 0.0048000p per sheet
	Photocopying/printing @ 0.43p per sheet (colour)	Actual cost 0.430000p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

APPROVAL & ADOPTION

This Publication Scheme was formally approved and adopted at a Business & Finance Governing Body Meeting held on:

Signed: _____

Signed: _____

UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	03/12/03	First Version of Policy
1.01	01/09/05	General typing and grammatical errors, addition of contents page and page numbering.
2.00	01/09/06	Revision of Model FOI Policy by Information Commissioner Section 6: Change to Governors' Annual Report to Parents and incorporation of the School Profile
3.00	01/09/09	Information Commissioners' approved School Model publication scheme amended from 1/1/09. Whole publication scheme completely modified according to approved model.
3.01	30/04/12	Review of Policy – minor amendments and general update.
3.02	21/11/14	Review of Policy – minor amendments and general update.