



Freedom of Information

**Guide to information available from North Chadderton School under the
model publication scheme**

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1. About the Guide to Information (Model Publication Scheme)

The Freedom of Information Act, (FOIA), passed on November 2000, created a general right of access to all types of recorded information held by English, Welsh, and Northern Irish public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities.

The FOIA is intended to promote a culture of openness and accountability amongst public authorities and to facilitate better public understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.

Under the Freedom of Information Act 2000, all public authorities are required to adopt and maintain a publication scheme. The publication scheme helps to promote greater openness and accountability across the public sector.

2. The Purpose of a Publication Scheme

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

- The scheme commits North Chadderton 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 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.

3. Classes of information

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

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.

4. 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 our website (www.northchaddertonschool.co.uk). 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.

5. 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 a 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.

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.

6. 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.

7. How to request information

If you require a paper version of any of the documents within the scheme, please contact school by email or letter. Contact details are set out below:

Email: moffice@northchadderton.oldham.sch.uk

Contact address: North Chadderton School
 Chadderton Hall Road
 Chadderton
 Oldham
 OL9 0BN

To help us process your request quickly, please clearly mark any correspondence 'FOI Publications Scheme Request'.

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hard copy and/or website)	
Academy Funding Agreement - a link to the document on the Department for Education's website	Website	None
Academy Order (if applicable)	Hard Copy	P&P
School Staff and structure - names of key personnel	Website	None
Governing Body - names and contact details of the Governors and the basis of their appointment	Website	None
School session times, term dates and holidays	Website	None
Location and contact information - address, telephone number and website	Website	None
Contact details for the Headteacher and the Governing Body	Website	None
School Prospectus	Website	None
School session times and term dates	Website	None
GCSE results - a link to the data on the Department for Education's website	Website	None

*website address: www.northchaddertonschool.co.uk

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).</p> <p>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).</p>	(Hard copy and/or website)	
Annual budget plan and financial statements.	Hard Copy	P&P
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.	Hard Copy	P&P
Additional funding – Income generation schemes and other sources of funding.	Hard Copy	P&P
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	P&P
Staffing and grading structure.	Hard Copy	P&P
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard Copy	P&P
Governor’s allowances – Details of allowances and expenses that can be claimed or incurred.	Hard Copy	P&P

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(Hard copy and/or website)	
<p>School profile</p> <p>Government supplied performance data.</p> <p>OFSTED report - summary and full report.</p>	<p>Website</p> <p>Website</p> <p>Website</p>	<p>None</p> <p>None</p> <p>None</p>
<p>Performance management information.</p>	<p>Hard Copy</p>	<p>P&P</p>
<p>Academy's future plans - any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Hard Copy</p>	<p>P&P</p>
<p>Child protection - policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>Website</p>	<p>None</p>

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(Hard copy and/or website)</p>	
<p>Admissions policy - arrangements and procedures and right of appeal - include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>Website Hard Copy (FOI)</p>	<p>None P&P</p>
<p>Governing body meeting agendas, papers and minutes - information that is properly considered to be private should be excluded.</p>	<p>Hard Copy (FOI)</p>	<p>P&P</p>

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(Hard copy and/or website)</p>	
<p>School policies including:</p> <p>Charging and remissions policy</p> <p>Health and Safety and risk assessment</p> <p>Complaints procedure</p> <p>Staff conduct policy</p> <p>Discipline and grievance policies</p> <p>Pay policy</p> <p>Staffing structure implementation plan</p> <p>Information request handling policy</p> <p>Staff recruitment policies</p>	<p>A number of policies are on the school website, otherwise by request</p>	<p>P&P</p>
<p>Pupil and curriculum policies, including:</p> <p>Home-school agreement</p> <p>Curriculum</p> <p>Sex education</p> <p>Special education needs</p> <p>Accessibility</p> <p>Race equality</p> <p>Collective worship</p>	<p>A number of policies are on the school website, otherwise by request</p>	<p>P&P</p>

<p>Careers education</p> <p>Pupil discipline</p>		
<p>Records management and personal data policies</p> <p>Information security</p> <p>Records retention</p> <p>Data Protection policies</p>	<p>A number of policies are on the school website, otherwise by request</p>	<p>P&P</p>
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff - details of vacancies should be included</p>	<p>A number of policies are on the school website, otherwise by request</p>	<p>P&P</p>
<p>Charging regimes and policies</p> <p>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>Website</p>	<p>None</p>

Information to be published	How the information can be obtained	Charge
<p>Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(Hard copy and/or website; some information may only be available for inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy (FOI)</p>	<p>P&P</p>
<p>Disclosure logs</p>	<p>Hard Copy (FOI)</p>	<p>P&P</p>
<p>Asset registers</p>	<p>Hard Copy (FOI)</p>	<p>P&P</p>
<p>Any information the Academy is currently legally required to hold in publicly available registers</p>	<p>Hard Copy (FOI)</p>	<p>P&P</p>

Information to be published	How the information can be obtained	Charge
<p>The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(Hard copy and/or website; some information may only be available for inspection)</p>	
<p>Extra-curricular activities</p>	<p>Website</p>	<p>None</p>
<p>Out of school clubs</p>	<p>Website</p>	<p>None</p>
<p>School publications</p>	<p>Website</p>	<p>None</p>
<p>Leaflets, booklets and newsletters</p>	<p>Website</p>	<p>None</p>