



MEDINA HOUSE SCHOOL

Medina House Publication Scheme

June 2022

Adopted By Governors 17.6.2022

Signed *Andrew Trotter*

Chair of Governors

Review date: June 2023

Publication scheme

The school will meet its duty to adopt and maintain a publication scheme which specifies the information which it will publish on the school's website, and whether the information will be available free of charge or on payment.

The publication scheme will be reviewed and, where necessary, updated on an **annual** basis.

Medina House Publication Scheme

Freedom of Information Act

Medina House School has adopted the Information Commissioner's Office (ICO's) model publication scheme.

This publication scheme commits Medina House 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 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 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 school 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 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 its 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 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 school 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.

Written requests should be directed to the governing body using the following contact details

andrewtrotter@medinahouse.iow.sch.uk.

FOI Request Evidence Log

[illegible]

Medina House - Guide to information

Below is a table explaining where specific information can be found and what charge can be expected.

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Our organisational information, structures, locations and contacts	Hard copy or website	£
Who's who in the school	Website	Free
Who's who on the governing board, and the basis of their appointment	Website	Free
Instrument of Government	Website	Free
Contact details for the headteacher	Website	Free
Contact details for the governing board	Website	Free
The school prospectus	Website	Free
The school's annual report	n/a	Free
The school's staffing structure	Website	Free
School session times and term dates	Website	Free
The school's address	Website	Free
The school's contact details	Website	Free
The school's email address	Website	Free
The school website	Website	Free
Class 2: What we spend and how we spend it		
Our financial information concerning the school's projected and actual income and expenditure, procurement, contracts and financial audit – including the current and previous financial year	Hard copy or website	£
Annual budget plan and financial statements	Governing Body papers, Hard copy (Clerk)	See charges below
Capital funding	Hard copy (SBM)	See charges below
Financial audit reports	Governing Body papers, Hard copy (Clerk/SBM)	See charges below
Procurement and contracts the school has entered into, or information relating to information held by an organisation which has entered into procurement or contracts on the school's behalf, for example, the LA	Governing Body papers, Hard copy (SBM)	See charges below
The pay policy	Website	Free

Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members by reference to categories	Hard copy: Scheme for financing schools	See charges below
The staffing, pay and grading structure	Hard copy: School Workforce Census, List of staff (SBM)	See charges below
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Governing Body papers, Hard copy (Clerk)	See charges below
Class 3: What our priorities are and how we are doing		
Our strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	£
The latest Ofsted summary	Website	Free
The latest Ofsted full report	Website	Free
The latest post-inspection action plan	SEF on request (Clerk)	Free
The performance management policy and procedures	Website	Free
The latest performance data	Website	Free
The safeguarding and child protection policies and procedures	Website	Free
Class 4: How we make decisions		
Our decision-making processes and records of the decision we have made – including the current year and the previous three years	Hard copy or website	£
Information pertaining to admissions decisions	Hard copy (Clerk)	See charges below
The governing board and its committees' agendas and meeting minutes. [This excludes information that is regarded as private to the meetings.]	Governing Body papers, Hard copy (Clerk)	See charges below
Class 5: Our policies and procedures		
Our current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy or website	£
Capability of staff policy	Website	Free
Charging and remissions policy	Website	Free
School behaviour policy	Website	Free
Sex education policy	Website	Free
Special educational needs (SEN) – SEN information report	Website	Free
Teacher appraisal policy	Website	Free
Teachers' pay policy	Website	Free
Data protection policy	Website	Free
Health and safety policy	Website	Free

Accessibility plan	Website	Free
Behaviour policy	Website	Free
Central record of recruitment and vetting checks	Inspection	Free
Complaints procedure statement	Website	Free
Freedom of information procedures	Website	Free
Governors' allowances (schemes for paying)	Website	Free
Governing board and committee meeting minutes, and papers considered at meetings	Hard copy (Clerk)	See charges below
Premises management documents	Inspection	Free
Equality information and objectives statement for publication	Website	Free
Register of pupils' admission to school	Inspection	Free
Register of pupils' attendance	Hard copy (Attendance Officer)	See charges below
Register of business interests of headteachers and governors	Hard copy (Clerk)	See charges below
Staff discipline, conduct and grievance (procedures for addressing)	Website	Free
Child protection policy and procedures	Website	Free
Early years foundation stage (EYFS) policy and procedures	Website	Free
Statement of procedures for dealing with allegations of abuse against staff	Website	Free
Supporting pupils with medical conditions policy	Website	Free
Any records management and personal data policies and procedures held in addition to the data protection policy and FOI procedures, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Information sharing policies 	Website	Free
Charging regimes and policies	Website	Free
Class 6: Lists and registers		
Our currently maintained lists and registers – this does not include our attendance registers	Hard copy or website (Some information may only be available by inspection)	£
Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Hard copy (Clerk)	See charges below

Asset register	Hard copy (SBM)	See charges below
Any information the school is currently legally required to hold in publicly available registers	Hard copy (Office/SBM)	See charges below
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	Hard copy or website (Some information may only be available by inspection)	£
Extra-curricular activities	n/a	
Out of school clubs	Hard copy (Office)	See charges below
School publications, leaflets, books and newsletters	Website	Free

Schedule of charges

This schedule of charges provides a breakdown of how we have determined our charges.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing charged at 10p per sheet (black and white)	The actual cost incurred by the school 0.003p *
	Photocopying/printing charged at 25p per sheet (colour)	The actual cost incurred by the school 0.03p*
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation [Quote the actual statute.]

*The actual cost incurred by the public authority