



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Is this scheme statutory?	Yes
Review Period	2 years
Date of Approval	May 2021
Approval Committee	Resources

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish or intend to publish, the format in which the information will be made available and whether the information is available free of charge or on payment.

In addition to the Model Publication scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information, see Appendix 1.

1. Classes of Information

Information that is available under this scheme includes;

- 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

Information which will not be made available under this scheme includes:

- 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 Trust will indicate clearly to the public what information is covered by this Scheme and how it can be obtained.

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 the Trust and its academies are legally required to translate any information, this will be done. 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.

2. How to Request Information

Where practicable, information covered by the publication scheme will be included on the school's website. Where information is not available on the website, request should be made, in writing, when its provision will be considered in accordance with the provisions of the freedom of Information Act.

Contact details for such requests are set out below:

Email:

school@bishopschester.co.uk

Address:

The Bishops' Blue Coat C of E High School
Vaughans Lane
Great Broughton
Chester
CH3 5XF

To enable us to process your request quickly, please mark all correspondence:

FREEDOM OF INFORMATION REQUEST (in CAPITALS please)

Documents can be translated under disability legislation into accessible formats where possible.

3. Charges

Documents contained on the school website are free to view on the school website

Information published on the Academy website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g., some printing publication or video

4. Feedback

We welcome any comments or suggestions you may have regarding the scheme, please contact the governing body, using the contact details above.

Appendix 1: Guide to information available from The Bishops' Blue Coat Church of England High School, under the Model Publication Scheme

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	How to information can be obtained	Cost
Class 1: Who we are and what we do (Organisation information, structures, locations, and contacts)		
Who's who in the school – Names of key personnel in the school	Hardcopy	See charges
Who's who on the Governing Body and the basis of their appointment	Website	No charge
Articles of Association	Website	No charge
Contact details for the Headteacher and members of the Governing Body (via school)	Upon request	No charge
Staffing Structure	Hardcopy	See charges
School session times and term dates	Website	No charge
School Prospectus	Website	No charge
Address of school and contact details including email address	Website	No charge
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		
Annual Report and Financial Statements (most recent and previous year)	Website	No charge
Capital Funding	Hard copy	See charges
The amount of pupil premium funding the Trust receives and how it is spent	Website	No charge
The amount of catch up funding the Trust receives and how it is spent	Website	No charge
Pay policy	Hard copy	See charges
Governors' expenses	Hard copy	See charges
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)		
Government supplied performance data and tables: Latest Ofsted report: - Summary - Full report	Website	No charges
Appraisal policy and procedures	Hard copy	See charges
Performance Data	Website	No charge
Child protection – policy and procedures in safeguarding and promoting the welfare of children	Website	No charge
SEND report	Website	No charge
Class 4: How we make decisions (Decision making processes and record of decisions) Current and previous three years minimum		
Admissions policy/ decisions (not individual admissions decisions)	Website	No charge
Agendas and minutes of the Governing Board and its sub committees – this will exclude information classified as 'confidential'	Hard copy	See charges
Committee Terms of Reference	Website	No charge
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School Policies including: - Admissions policy - Complaints Policy and Procedure - Diversity and Equality policy (including accessibility plan) - Charging and Remissions policy - Health and Safety policy - Child Protection - Discipline and grievance policies (internal)	Website Website Website Website Hardcopy Website Hardcopy	No charge No charge No charge No charge See charges No charge See charges

Pupil and curriculum policies, including: <ul style="list-style-type: none"> - Anti-bullying policy - Attendance policy - Behaviour for learning policy - BESt policy - Exclusion policy - Medical conditions policy - Safeguarding children in educations policy - Sex and Relationships Education Policy - Special Educational needs policy - Spiritual development policy - Uniform policy - Examination policy and Malpractice procedures 	Website Website Hardcopy Website Website Website Website Website Website Website Website Website	No charge No charge No charge No charge No charge No charge No charge No charge No charge No charge No charge No charge
Records management and personal data policies including: <ul style="list-style-type: none"> - Date protection - Freedom of Information – publication scheme 	Website Website	No charge No charge
Class 6: Lists and Registers Currently maintained lists and registers only		
Any information the school is currently legally required to hold in publicly available registers (This does not include attendance registers)	Hard Copy	See Charges
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		
Extra- curriculum activities and out of school clubs	Website	No charge
School publications, newsletters and leaflets	Website	No charge
Service for which the academy is entitled to recover a fee, together with those fees e.g. hiring academy facilities	Upon request	Free