

Publication Scheme

Norbury High School for Girls school will:

1. 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;
2. specify the information which is held by the school and falls within the classifications below;
3. proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this policy;
4. 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;
5. review and update regularly the information the school makes available under this policy;
6. produce a schedule of any fees charged for access to information which is made proactively available;
7. and make this publication policy 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 policy will be made available Norbury High School for Girls will indicate clearly to the public what information is covered by this policy and how it can be obtained. Where it is within the capability of Norbury High School for Girls, 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, Norbury High School for Girls 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 a school 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 policy.

Charges which may be made for Information published under this policy

The purpose of this policy 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 policy 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 Norbury High School for Girls that is not published under this policy can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information.