



## Reading School

# Freedom of Information Publication Scheme Statement

This publication scheme statement conforms to the model scheme for schools approved by the Information Commissioner. It is maintained by the governing body and will be valid until further notice. It sets out details of the information which the school will make available to the public as part of its normal business activities, as well as indicating how requests for other information can be made.

### 1. Introduction to the scheme

Under the Freedom of Information Act 2000, all public authorities, including academy schools, should be clear about the information it will make public.

This publication scheme commits Reading 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 Reading School.

The scheme commits Reading 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.

## **2. Classes of Information Published**

This publication scheme gives guidance to the information the school currently publishes. This is split into six categories of information known as classes:

### ***a. Who we are and what we do?***

Organisational information, locations and contacts, constitutional and legal governance.

### ***b. What we spend and how we spend it***

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### ***c. What our priorities are and how we are doing***

Strategy and performance information, plans, assessments, inspections and reviews.

### ***d. How we make decisions***

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### ***e. Our policies and procedures***

Current written protocols for delivering our functions and responsibilities.

### ***f. Lists and Registers***

Information held in registers required by law and other lists and registers relating to the functions of the school.

### ***g. The services we offer***

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

More detail of the information published under each of these classes (other than g.) is set out in the appendix to this statement.

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.

### **3. 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 Reading School, information will be provided or made accessible on our website. Where it is impracticable to make information available or accessible on the 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 the school is legally required to translate any information, it will do so.

Obligations under equalities 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.

### **4. 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. Any 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 through the school's website will be provided free of charge. Single copies of information covered in this information scheme will generally be provided free, unless large volumes of photocopying or printing are involved, or large postage costs or the request is for a priced item such as a publication or video.

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.

## 5. How to request information

### ***a. For information included in the publication scheme***

Paper copies of the information set out in school's publication scheme can be obtained, where appropriate, by visiting the school's website, [www.reading-school.co.uk](http://www.reading-school.co.uk), or by can be requested by telephone, e-mail, fax, or letter.

Contact details are set out below:

E-mail: [headspa@reading-school.co.uk](mailto:headspa@reading-school.co.uk)

Telephone: 0118 901 5600

Fax: 0118 935 2755

Contact name and address:

The Headmaster  
Reading School  
Erleigh Road  
Reading RG1 5LW

To help us process your requests more quickly, any correspondence should be clearly marked "**Publication Scheme Request**".

### ***b. For information not included in the publication scheme***

Information held by the school that is not published under this scheme can be requested, and the school will consider providing the information requested in accordance with the provisions of the Freedom of Information Act.

The Governing Body has delegated to the Headmaster the day-to-day responsibility for the school's freedom of information policy, and the provision of advice, guidance, publicity and interpretation of that policy.

Accordingly, any request for information not set out in the publication scheme should be made **in writing** to:

The Headmaster  
Reading School  
Erleigh Road  
Reading RG1 5LW

To help us process any request more quickly, any correspondence should be clearly marked "**Freedom of Information Request**".

## **6. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then this should be addressed in the first instance to:

The Chair of Governors,  
Reading School,  
Erleigh Road,  
Reading RG1 5LW

or alternatively, by e-mail to the clerk to the governing body : [govsclerk@reading-school.co.uk](mailto:govsclerk@reading-school.co.uk)

If you are not satisfied with the assistance that you get or the school has not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at

The Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF

Enquiry/Information Line: 01625 545 700

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

***Approved by: EXPC Committee***

***Date: 2<sup>nd</sup> December 2019***

***Due for review: November 2021***

## Appendix

### Freedom of Information – a guide to information available from Reading School under its publication scheme

Information marked ** is published on the school's website: <a href="http://www.reading-school.co.uk">www.reading-school.co.uk</a> , or may be accessed via the school's website (links to other sites). All information will be current information only, unless otherwise indicated.
<b>a. Who we are and what we do</b>
Academy Funding Agreement **
School staff and structure – names of key personnel
Governing body – names and details of the governors and the basis of their appointment **
School session times, term dates and holidays **
Location and contact information – address, telephone numbers etc **
Contact details for the Headmaster/ and the Governing Body **
School Prospectus **
School Session times and term dates **
GCSE, AS and A level results **
<b>b. What we spend and how we spend it</b>
Annual budget plan and financial statements (current and the previous two years financial years)
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects
Additional funding – Income generation schemes and other sources of funding.
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.
Pay and grading structure
Pay policy – a statement of the school's policy on procedures regarding teachers' pay.

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<b>c. What our priorities are and how we are doing</b>
Government supplied performance data **
OFSTED report – summary and full report **
Performance management information **
The school's future plans **
Child protection – policies and procedures on safeguarding and promoting the welfare of children **
Pupil premium funding and how it is used
<b>d. How we make decisions</b>
Admissions policies - arrangements and procedures and right of appeal (current ** and previous three years)
Governing body meeting agendas, papers and minutes (current and previous three years, other than information that is properly considered to be private.).
<b>e. Our policies and procedures</b>
School policies including: <ul style="list-style-type: none"> <li>• Health and Safety and risk assessment policies</li> <li>• Fire safety policy</li> <li>• Accident and incident reporting</li> <li>• Complaints procedure **</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Staff recruitment policies</li> </ul>

Information marked \*\* is published on the school's website: [www.reading-school.co.uk](http://www.reading-school.co.uk) , or may be accessed via the school's website (links to other sites). All information will be current information only, unless otherwise indicated.

Pupil and curriculum policies, including:

- Attendance and registration \*\*
- Home-school agreement \*\*
- Curriculum \*\*
- Learning and teaching \*\*
- Sex education \*\*
- Special education needs \*\*
- Accessibility \*\*
- Anti-bullying \*\*
- Drugs \*\*
- Management of medicines
- Collective worship \*\*
- Educational visits \*\*
- Student behaviour \*\*
- Rewards \*\*
- Uniform \*\*

Records management and personal data policies, including

- ICT, information security and e-safety \*\*
- Social media policy \*\*
- Records retention
- Data Protection policy

Equality, discrimination and diversity, including

- Equal Opportunities statement and policy \*\*
- Discriminatory Incidents \*\*
- Policies and procedures for the recruitment of staff
- Details of staff vacancies \*\*



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#### Charging policies

- Charging and remissions policy \*\*
- Lettings and charges policy

#### **f. Lists and Registers**

Any information the school is currently legally required to hold in publicly available registers.