

York High School

A Sports College at the Heart of the Community
Inspiring People - Achieving Excellence

Guide to information available from York High School under the model publication scheme

Reviewed October 2016

Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

The publication scheme sets out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form. Some information which we hold may not be made public, for example personal information.

The scheme does not cover:

- Information that we do not hold
- Information that is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- Information that is archived, out of date or otherwise inaccessible or it would be impractical or resource intensive to prepare the material for routine release

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into the following areas.

Date of Adoption by Governing Body: _____

Chair of Governors' Signature: _____

Date to be Reviewed: _____

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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contact)		
Who's who in the school <i>The address, telephone number and website for the school together with the names of key personnel</i>	Website www.yorkhighschool.co.uk	Nil
Who's who on the governing body and the basis of their appointment	Website www.yorkhighschool.co.uk	Nil
Instrument of Government <i>The Instrument of Government is the document which records the name and category of the school and the name and constitution of the governing body</i>	Hard copy	C/P
Contact details for the Head teacher and for the governing body	Website www.yorkhighschool.co.uk	Nil

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School prospectus and curriculum <i>An outline of the school curriculum</i>	Website www.yorkhighschool.co.uk	Nil
Staffing structure (without specific staff names)	Hardcopy	C/P
School session times and term dates	Website www.yorkhighschool.co.uk	Nil
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)		
Annual budget plan and financial statements <i>Details of the school's budget distributed by the Local Authority or directly by central government, the annual budget plan and the school's annual income and expenditure returns</i> <i>Details of items of expenditure over £5000, including costs, supplier and transaction information</i>	Hardcopy	C/P
Previous year's financial statements <i>Annual income and expenditure returns (CFR)</i>	Website www.yorkhighschool.co.uk	Nil

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Capital funding <i>Details of the capital funding allocated to the school together with information on related projects and other capital projects</i>	Hardcopy	C/P
Financial Audit Reports	Website www.yorkhighschool.co.uk	Nil
Procurement and contracts <i>Details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process</i>	Hardcopy	C/P
Pupil Premium <i>How we spend pupil premium funding</i>	Website www.yorkhighschool.co.uk	Nil
Pay Policy <i>The statement of the school's policy and procedures regarding teachers' pay</i>	Hardcopy	C/P
Staff pay and grading structures	Hardcopy	C/P

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Staff allowances and expenses	Hardcopy	C/P
Governors' allowances policy <i>Details of allowances and expenses that can be claimed or incurred</i>	Website www.yorkhighschool.co.uk	Nil
Governors' allowances <i>A record of total payments made to individual governors</i>	Hardcopy	C/P
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Performance data supplied to the Government	Website www.yorkhighschool.co.uk www.gov.uk	Nil
The latest Ofsted report	Website www.yorkhighschool.co.uk www.ofsted.gov.uk	Nil

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<p>Performance management information</p> <p><i>Performance management policy and procedures adopted by the governing body</i></p>	<p>Hardcopy</p>	<p>C/P</p>
<p>School Development Plan</p> <p><i>Strategic future of school</i></p>	<p>Website www.yorkhighschool.co.uk</p>	<p>Nil</p>
<p>Safeguarding and child protection</p> <p><i>The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection</i></p>	<p>Website www.yorkhighschool.co.uk</p>	<p>Nil</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Information is available at least for the current and previous three years</i></p>		
<p>Admissions policy/decisions (not individual admission decisions)</p> <p><i>the school is not its own admissions authority, therefore an appropriate link to the local authority is provided</i></p>	<p>Website https://www.york.gov.uk/info/20171/school_admissions/774/school_admission_policies</p>	<p>Nil</p>

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Minutes of meetings of the governing body and its committees <i>Minutes, agendas and papers considered at meetings, with the exception of information that is properly considered to be private to the meeting</i>	Hardcopy	C/P
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only is available</i>		
School policies <i>School policies and procedures together with other information related to the school</i>	Website www.yorkhighschool.co.uk Hardcopy	Nil C/P
Records management and personal data policies <i>Information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies</i>	Website www.yorkhighschool.co.uk Hardcopy	Nil C/P
Equality and diversity <i>Policies, schemes, statements, procedures and guidelines relating to equal opportunities</i>	Website www.yorkhighschool.co.uk	Nil

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Policies and procedures for the recruitment of staff <i>Recruitment policies and details of current vacancies</i>	Website www.yorkhighschool.co.uk	Nil
Charging and remissions details <i>Details of charges made by the school for services</i>	Website www.yorkhighschool.co.uk	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)		
Disclosure logs <i>The disclosure log indicating the information provided in response to requests for information</i>	Hardcopy	C/P
Asset register	Hardcopy (Inspection Only)	Nil
Any information the school is currently legally required to hold in publicly available registers	Hardcopy (Inspection Only)	Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only is available</i>		

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Extra-curricular activities Out of school clubs	Website www.yorkhighschool.co.uk	Nil
School publications (newsletters)	Website www.yorkhighschool.co.uk	Nil
Services for which the school is entitled to recover a fee, together with those fees (e.g. hire of facilities)	Website www.yorkhighschool.co.uk	Nil

Note: C/P = Copying and postage charges -postage is charged at the current second class postage rate; copying/printing is charged inclusive of VAT at 2p per copy black and white or 8p per copy colour.

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How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter.

Contact details are set out below:

Email: reception@yorkhighschool.co.uk

Tel: 01904 555500

Postal Address: York High School, Cornlands Road, Acomb, York. YO24 3WZ

To help us process your request quickly, please clearly mark any correspondence “PUBLICATION SCHEME REQUEST”

If the information you are looking for isn't available via the scheme you can still contact the school to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider.

If your request incurs a charge for photocopying or printing, or a postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. An invoice will be issued for the charge and the information released once payment has been received.