



THE BENTLEY WOOD TRUST

FREEDOM OF INFORMATION PUBLICATION SCHEME

GB Committee Responsible:

Board of Directors

Reviewed by:

Marion Tam, Kieran Robinson & Paola Boyadjian

Review Date:

June 2019

**Ratified by Finance
Committee:**

BWHS: 19th June 2019

AYL: 27th June 2019

Ratified by the Board:

17th July 2019

Next Review Date:

16th July 2022

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 schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme.

This Publication Scheme commits The Bentley Wood Trust 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.

The scheme commits The Bentley Wood Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 Bentley Wood Trust 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.
- 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 section 19 of the Freedom of Information Act 2000. The terms 'dataset' and 'relevant copyright work' are defined in sections 11(5) and 19(8) of the Freedom of Information Act 2000 respectively.

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

1. Classes of Information

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'. These are contained in section 7 of this scheme.

- **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 authority.
- **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.

2. The methods by which information published under the 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 The Bentley Wood Trust, information will be provided on our school websites. Where it is impracticable to make information available on the website or when an individual does not wish to access the information from the website, the Trust 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 Trust 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.

3. Written Requests

The Bentley Wood Trust is comprised of two schools: Aylward Primary School & Bentley Wood High School. If you require a paper version of any of the documents within the scheme, please complete the "Freedom of Information - Request Form" (Appendix 1) and return it to the appropriate School Office. Alternatively, you can contact us by telephone, email or letter. Contact details are set out as follows:

Email: office@aylward.harrow.sch.uk or schooloffice@bentleywood.harrow.sch.uk

Tel: Aylward Primary School: 020 8958 9202 or
Bentley Wood High School: 020 8954 3623

Contact Address: Aylward Primary School, Pangbourne Drive, Stanmore, Middlesex, HA7 4RE
Bentley Wood High School, Bridges Road, Stanmore, Middlesex, HA7 3NA

To help us process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION REQUEST**" (in CAPITALS please)

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

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. Charges made by the Trust 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, which 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 schedule 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.

The Schedule of Charges detailed below outlines the fees which will be incurred for providing information.

5. 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 initially this should be addressed to Ms J Howkins, Headteacher, Bentley Wood High School.

If you are not satisfied with the assistance that you get or if we have 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 an independent regulatory body that ensures compliance with the Freedom of Information Act 2000 and deals with formal complaints. They can be contacted at:

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

Enquiry/Information Line: 0303 123 1113

Website: www.informationcommissioner.gov.uk

6. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

7. Information to be published

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only		
Who's who in the school	Via School Office	No Charge
Who's who on the governing body / board of governors and the basis of their appointment	Via Clerk to Governing Body	No Charge
Instrument of Government / Articles of Association	Via Clerk to Governing Body	Schedule of Charges
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Via Clerk to Governing Body	No Charge
School prospectus	Website	No Charge
Annual Report (if any)	Website	No Charge
Staffing structure	Hard Copy	Schedule of Charges
School session times and term dates	Website	No Charge
Address of school and contact details, including email address.	Website	No Charge

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
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 budget plan and financial statements	Hard Copy	Schedule of Charges
Financial statements	Website	No Charge
Capitalised funding	Hard Copy	Schedule of Charges
Additional Funding	Hard Copy	Schedule of Charges
Procurement and projects	Hard Copy	Schedule of Charges
Pay policy	Hard Copy	Schedule of Charges
Staffing and grading structure.	Hard Copy	Schedule of Charges
Governors' allowances	Hard Copy	Schedule of Charges

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted Report – Summary & Full Report • Post-inspection action plan 	Hard Copy Website Hard Copy	Schedule of Charges No Charge Schedule of Charges
Performance management policy and procedures adopted by the governing body.	Hard Copy	Schedule of Charges
School Improvement Plan	Hard Copy	Schedule of Charges
Safeguarding policies and procedures	Website	No Charge
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	No Charge
Agendas of meetings of the governing body and (if held) its sub-committees.	Hard Copy	Schedule of Charges
Minutes of meetings (as above) (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	Schedule of Charges

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only.		
School Policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health & Safety • Complaints procedure • Staff Conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling plan • Equality and diversity (including equal opportunities) policies 	Website Via E-mail Hard Copy	No Charge No Charge Schedule of Charges
Student and curriculum policies including: <ul style="list-style-type: none"> • Home/School Agreement • Curriculum • Sex Education • Special Education Needs • Accessibility • Race Equality • Collective Worship • Behaviour Policy 	Website Via E-mail Hard Copy	No Charge No Charge Schedule of Charges
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Via e-mail Hard Copy	No Charge Schedule of Charges

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website	No Charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy	Schedule of Charges
Disclosure logs	Hard Copy	Schedule of Charges
Asset register	Hard Copy	Schedule of Charges
Any information the school is currently legally required to hold in publicly available registers THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Hard Copy	Schedule of 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-curricular activities	Website	No Charge
Out of school clubs	Website	No Charge
School publications	Website	No Charge

Information to be published.	How the information can be obtained (hard copy and/or website)	Cost
Services for which the school is entitled to recover a fee, together with those fees	Website	No Charge
Leaflets, books and newsletters	Website	No Charge
Additional Information		
This will provide schools with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)



Appendix 1 Freedom of information Request Form



This form can be completed sent by email or alternatively it can be printed and sent to the address at the bottom of this form. You do not have to use this form to make your request but it will help us deal with your request as promptly as possible if you do. If you prefer, you can make your request in writing e.g. letter, email, fax or other form which we can use for reference.

Applicant name:

Address:

Email address:

Fax number:

(at least one of the above (address, email or fax) must be provided for contact purposes)

Phone number (optional) :

Date:

Description of the information you seek:

Any other details that may help us to identify and locate the information:

Any special requirements:

Send this form by post or email to the appropriate school:

Address

Aylward Primary School
Pangbourne Drive
Stanmore
Middlesex
HA7 4RE

Bentley Wood High School
Bridges Road
Stanmore
Middlesex
HA7 3NA

Email

office@aylward.harrow.sch.uk.

schooloffice@bentleywood.harrow.sch.uk