



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	Hard copy	See schedule of charges
Who's who on the governing body / board of governors and the basis of their appointment	Website	See schedule of charges
Instrument of Government / Articles of Association	Hardcopy	See schedule of charges
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Hardcopy and website	See schedule of charges
School prospectus (if any)	Website	
Staffing structure	Hardcopy	See schedule of charges
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy	See schedule of charges
Capital funding	Hard copy	See schedule of charges
Financial audit reports	Hard copy	See schedule of charges
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	See schedule of charges
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	See schedule of charges
Pay policy	Hard copy	See schedule of charges



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.</p>	<p>Hard copy</p>	<p>See schedule of charges</p>
<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	<p>Hard copy</p>	<p>See schedule of charges</p>
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p>	<p>Hard copy</p>	<p>See schedule of charges</p>



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any) And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website	
<p>Performance management policy and procedures adopted by the governing body.</p>	Hardcopy	See schedule of charges
<p>Performance data or a direct link to it</p>	Hardcopy	See schedule of charges
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	Hardcopy / Website	See schedule of charges
<p>Safeguarding and child protection</p>	Website	



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website</p>	
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Hard copy</p>	<p>See schedule of charges</p>



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>The following information is contained on the school website:</p> <ul style="list-style-type: none"> • Admissions Policy • Behaviour and Code of Conduct • Careers Education and Guidance • Curriculum Statement • Drugs Policy • E-Safety Policy • Examinations Entry Policy • Fairness for All • Pupil Premium statement • Schools Complaints Guidance for Parents • School Uniform & Example footwear • SEN Policy • SEND Report • Sex and Relationships Policy • School Equality Duty Policy Statement • Prevent Extremism • Support Young People online • Summerhill PE Kit • Summerhill Vision statement 	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hardcopy Hardcopy</p> <p>Hardcopy</p>	<p>See schedule of charges</p>



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>Charging regimes and policies.</p> <p>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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	Website	
--	---------	--



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

Class 6 – Lists and Registers		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Hardcopy	See schedule of charges
Disclosure logs	Hardcopy	See schedule of charges
Asset register	Hardcopy	See schedule of charges
Any information the school is currently legally required to hold in publicly available registers	Hardcopy	See schedule of charges



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website and hardcopy	See schedule of charges
Out of school clubs	Website and Hardcopy	See schedule of charges
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website and hard copies	See schedule of charges
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		



Freedom of Information

Guide to information available from Summerhill School under the model publication scheme

SCHEDULE OF CHARGES

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

Documents published on the website are free of charge.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white) A4 plus contribution to administration time.	Actual cost*
	Photocopying/printing @ 15p per sheet (colour) A4 plus contribution to administration time.	Actual cost*
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority