

Sperrinview Special School Publication Scheme Policy

This publication scheme commits Sperrinview Special 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 school. The scheme commits Sperrinview Special 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 authority 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.

Classes of Information

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing it**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and Registers**
- 7. The services we offer**

See Appendix 1 Sperrinview Special School Publication Scheme

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 scheme will be made available:

Sperrinview Special 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 school, 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, 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 Sperrinview Special School is legally required to translate any information, it will do so. Payment may be required.

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.

. 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 Sperrinview Special 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 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.

Written Requests

Information held by Sperrinview Special School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Signed; _____ Date: _____

APPENDIX 1

Class	Description of information	Where can this information be found?	Cost
1. Who we are and what we do	Organisational information, structures, locations and contacts		
	<ul style="list-style-type: none"> ▪ Roles and responsibilities 	School Office, School Information Booklet, Staff Handbook, Board of Governors Annual Report to Parents, School Website (www.sperrinview.ik.org) School Development Plan	Free
	<ul style="list-style-type: none"> ▪ Organisational structure 	School Office, School Information Booklet, Staff Handbook, Board of Governors Annual Report to Parents, School Website (www.sperrinview.ik.org) School Development Plan	Free
	<ul style="list-style-type: none"> ▪ Information relating to the legislation relevant to the school's functions 	DENI (www.deni.gov.uk) and EA websites (www.selb.org)	Free
	<ul style="list-style-type: none"> ▪ Members of Board of Governors 	School Office, School Information Booklet, Staff Handbook, Board of Governors Annual Report to Parents, School Website (www.sperrinview.ik.org)	Free
	<ul style="list-style-type: none"> ▪ School sessions, times and term dates 	School Office, School Information Booklet, Staff Handbook, School Website (www.sperrinview.ik.org)	Free
2. What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement		Free

	and contracts		
	<ul style="list-style-type: none"> ▪ Delegated funding overview 	School Office: hard copy	Free
	<ul style="list-style-type: none"> ▪ Financial statements: Delegated funding 	School Office: hard copy	Free
	<ul style="list-style-type: none"> ▪ Out turn statement 	School Office: hard copy	Free
	<ul style="list-style-type: none"> ▪ Non delegated funding 	EA Southern Region	Free
	<ul style="list-style-type: none"> ▪ School funds 	School Office, Board of Governors Annual Report to Parents	Free
	<ul style="list-style-type: none"> ▪ Class funds 	School office	Free
	<ul style="list-style-type: none"> • Tendering, procurement and contracts 	EA Southern Region	Free
	<ul style="list-style-type: none"> • Pay Policies 	School Office: hard copy and website	Free
	<ul style="list-style-type: none"> • Governors' Allowances 	EA Southern Region and school office	Free
3. What our priorities are and how we are doing	Strategy and performance information, plans and evaluations	School Development Plan	Free
	Self evaluations,	School Office: hard copy	Free
	Inspections and surveys	School Office: hard copy DENI (www.deni.gov.uk)	Free
	Performance Management Information	School Office: hard copy	Free
	Every Child matters/Child Protection	School Development Plan, Child Protection Reports	Free
4. How we make	Policy proposals and decisions,	School Office: hard copy: School Development Plan,	Free

decisions	decision making processes, internal criteria and procedures, consultations	Agendas/ Minutes of Board of Governors meetings, Agendas/ Minutes of school meetings, collated survey results	
5. Our policies and procedures	Current written protocols for delivering our functions and responsibilities		Free
	School policies and procedures	School Office: hard copy School website (www.sperrinview.ik.org)	Free
6. Lists and Registers	Information held in registers required by law and other lists and registers relating to the functions of the school		
	Capital assets register	EA Southern Region	Free
	Disclosure Logs	School office: hard copy	Free
	Curriculum Circulars and Statutory Instruments	School office: hard copy	Free
7. The Services we Offer	Advice and guidance, booklets and leaflets, newsletter/ magazine, transactions and media releases	School Office: hard copy School Information Booklet, Staff Handbook, Board of Governors Annual Report to Parents, School Website (www.sperrinview.ik.org), CCEA website (www.CCEA.org.uk), SELB website (www.selb.org)	Free