



**Ponteland High School**  
**Freedom of Information Publication Scheme**

Date of issue September 2014  
Date of last review January 2020

The Information Commissioner has approved a model publication scheme for adoption by any public authority. Pele Trust and Ponteland High School has adopted that model publication scheme and the information below provides a guide to information available from the school under that scheme.

| <b>Information to be Published</b>   | <b>How the information can be obtained</b> |
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| <b>Who we are and what we do</b>   |  |
| Organisational information: <ul style="list-style-type: none"> <li>• Our location</li> <li>• Other schools in the Multi Academy Trust</li> </ul>   | Website or Hard Copy                       |
| Structures <ul style="list-style-type: none"> <li>• Who does what in school</li> <li>• Key areas of responsibility</li> <li>• Parents Handbook</li> <li>• School day timings and term dates</li> </ul>   | Website or Hard Copy                       |
| Constitutional and legal governance: <ul style="list-style-type: none"> <li>• Who is on the Board of Directors and Academy Committee and the basis for their appointment</li> <li>• Scheme of delegation</li> <li>• Articles of Association</li> </ul>                           | Website or Hard Copy                       |
| <b>What we spend and how we spend it</b>   |  |
| <ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Income and expenditure information</li> <li>• Capital funding</li> <li>• Pay policy</li> <li>• Procurement and projects</li> <li>• Contracts and Service Level Agreements</li> </ul>                           | Hard Copy                                  |
| <ul style="list-style-type: none"> <li>• Pupil Premium Report</li> </ul>   | Website or Hard Copy                       |
| <b>What our priorities are and how we are doing</b>  |  |
| <ul style="list-style-type: none"> <li>• School Development Plan priorities</li> <li>• Most recent Ofsted report</li> <li>• Curriculum overviews</li> <li>• DfE Achievement and Attainment Tables</li> <li>• GCSE and A Level Results</li> <li>• Pupil Premium Report</li> </ul> | Website or Hard Copy                       |

| <b>Information to be Published</b>   | <b>How the information can be obtained</b> |
|--|--|
| <b>How we make decisions</b>   |  |
| <ul style="list-style-type: none"> <li>• Academy Committee meeting minutes</li> <li>• Board of Director meeting minutes</li> <li>• Consultation outcomes</li> </ul>  | Hard Copy                                  |
| <ul style="list-style-type: none"> <li>• School Commitment Plan</li> </ul>   | Website and Hard Copy                      |
| <b>Our Policies and Procedures</b>   |  |
| <ul style="list-style-type: none"> <li>• Admissions Policy Child Protection</li> <li>• Anti-Bullying Policy Behaviour</li> <li>• Equal Opportunities Statement of Intent</li> <li>• Safeguarding Guidance Accessibility Plan</li> <li>• Medical Condition Support</li> <li>• Charging and Remissions</li> <li>• Complaints Procedure Acceptable</li> <li>• Use and e-safety Policy and e-safety Guidance</li> <li>• Parents Handbook Home School Agreement</li> <li>• Uniform and Dress Code</li> <li>• Freedom of Information Publication Scheme</li> </ul> | Website or Hard Copy                       |
| <b>The Services We Offer</b>   |  |
| <ul style="list-style-type: none"> <li>• Parent Handbook</li> <li>• School prospectus</li> <li>• Post 16 prospectus</li> <li>• Extra and super curricular activities</li> </ul>  | Website or hard copy                       |

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost. 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 on a website will be provided free of charge.

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

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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.

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.

#### Written Requests

Information held by the school that is not published under this scheme can be requested in writing. Provision will be considered in accordance with the provisions of the Freedom of Information Act.