



CREATING A CLIMATE FOR GREAT LEARNING, SUCCESS
AND OPPORTUNITY

Freedom of Information Publication Scheme

Approved at a Full Governing Body Meeting on: 29th September 2020

Date of Next Review: September 2022

Responsible Officer: School Business Manager

Aims of the Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Benton Park School, making it unnecessary to seek further approval from the Information Commissioner. The scheme will be valid until further notice.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including schools, should be clear and proactive about the information they will make public. This publication scheme evidences Benton Park School's commitment to make information readily available to the public as part of its normal business activities. The types of information covered under this scheme are included in the classes of information mentioned below. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner on their website at www.ico.org.uk/.

This publication scheme commits Benton Park 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.
 - Specify the information which is held by the school and falls within the classifications below.
 - Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 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.
 - Review and update on a regular basis the information the school makes available under this scheme.
 - Produce a schedule of any fees charged for access to information which is made proactively available.
 - 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 we are 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 public authority 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 of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Scope of the Publication Scheme

This publication Scheme sets out the seven classes of information to be published:

1. Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.
4. How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. Our policies and procedures
Current written protocols for delivering our functions and responsibilities.
6. Lists and registers
Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. 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.

How information will be published

Our guide to information made available under this Publication Scheme is detailed below, clearly indicating what information is covered by this scheme and made available to the public and how it can be obtained.

Benton Park School aims to make as much information as possible available online via the school website <http://www.bentonpark.org.uk/>. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we have indicated how information can be obtained and provided by other 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. If we are legally required to translate any information, we 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.

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 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. Full details of the charges are detailed below.

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, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

All requests should be clearly marked "Publication Scheme Request – Freedom of Information Act 2000" and forwarded to:

Mrs Sharon Pepper
Business Manager
Benton Park School
Harrogate Road
Rawdon
Leeds
LS19 6LX

Email: secretary@bentonpark.net

Tel: 0113 2502330

Freedom of Information

Guide to information available from Benton Park School under the Publication Scheme

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 contacts. This will be current information only.		
Our vision and core values	Website http://www.bentonpark.org.uk/values--ethos/33.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Who's who in the school: Key Staff including Headteacher, Senior Leaders and Faculty Directors	Website http://www.bentonpark.org.uk/meet-the-team2/67623.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Who's who on the Governing Body and the basis of their appointment	Website http://www.bentonpark.org.uk/governance/28.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.

Instrument of Government	Website http://www.bentonpark.org.uk/ Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Contact details for the Headteacher and for the Governing Body, via the school (named contacts where possible).	Website http://www.bentonpark.org.uk/contact2/4.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
School prospectus	Website http://www.bentonpark.org.uk/media/documents/user-uploads/3F80C6B9-B2FD-C99A-0977A31B24F1B466.pdf Hard Copy Contact the School Office	Free Free
Outline of the school curriculum	Website http://www.bentonpark.org.uk/curriculum/67858.html	Free
Examination results	Website http://www.bentonpark.org.uk/results--studentdestinations/67857.html	Free
Staffing structure	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached
School session times and term dates	Website http://www.bentonpark.org.uk/calendar/35.html Hard copy Contact the School Office	Free Free
Address of school and contact details, including email address	Website http://www.bentonpark.org.uk/contact2/4.html Hard copy Contact the School Office	Free Free

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 two financial year as a minimum

Annual revenue and capital budget plans and financial statements	Inspection only Contact the School Office	See schedule of charges attached.
Pupil Premium and Year 7 Catch-up funding	Website http://www.bentonpark.org.uk/pupil-premium/44.html http://www.bentonpark.org.uk/year-7-catch-uppremium/67859.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Financial audit reports	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six monthly interval where practical	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
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 Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
Pay policy	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
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.	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.

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, levels of pay identified by salary range.	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual Governors	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
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.		
Latest Ofsted report	Website https://reports.ofsted.gov.uk/inspection-reports/findinspection-report/provider/ELS/108083 Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
School Development Plan	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
Performance management policy and procedures adopted by the governing body	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
Performance data or a direct link to it	Website https://www.compare-school-performance.service.gov.uk/school/108083 Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.

The school's future plans; for example, proposals for any consultation on the future of the school, such as a change in status	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.
Safeguarding and child protection	Website http://www.bentonpark.org.uk/school-policies/42.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
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 http://www.bentonpark.org.uk/admissions/37.html Admissions to the school are handled by Leeds City Council. Further information can be found on the following website. http://www.leeds.gov.uk/residents/Pages/AdmissionsSecondary-School.aspx For further information about admission to our sixth form please access: http://www.bentonpark.org.uk/applying-for-the-sixthform/67603.html Hard copy Contact the School Office	Free Free
Agendas and minutes of meetings of the governing body and its committees. This will exclude information that is properly regarded as private to the meetings.	Hard copy Contact the School Office	Per sheet & current postage where applicable. See schedule of charges attached.

Class 6 – Lists and Registers

Currently maintained lists and registers only. This does not include the attendance register.

Curriculum circulars and statutory instruments	Website https://www.gov.uk/government/publications Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
Asset register	Inspection only. Contact School Office	See schedule of charges attached.
Disclosure logs	Inspection only. Contact School Office	See schedule of charges attached.
Any information the school is currently legally required to hold in publicly available registers. This does not include Attendance Registers.	Inspection only. Contact School Office	See schedule of charges attached.

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters. Current information only

Extra-curricular activities	Details of extra-curricular activities are available on our website. http://www.bentonpark.org.uk/extracurricular-activities/55.html Hard copy Contact the School Office	Free Free
Services for which the school is entitled to recover a fee, together with those fees	Full details are available in the school Charging Policy available on the website. http://www.bentonpark.org.uk/school-policies/42.html Hard copy Contact the School Office	Free Per sheet & current postage where applicable. See schedule of charges attached.
School publications, leaflets, books and newsletters	Latest news, events and letters are published on our website. http://www.bentonpark.org.uk/newsletters/46.html Hard copy Contact the School Office	Free Free

Type of Charge	Description
Disbursement cost	Photocopying / printing @10p per sheet (black & white). Colour costs available upon request
Postage and Packaging	Actual cost of Royal Mail standard 2 nd class
Transcription of information	Actual cost
Inspection	Actual costs of staff time – available upon request

For hard copy information please contact:

Mrs Sharon Pepper
Business Manager
Benton Park School
Harrogate Road
Rawdon
Leeds
LS19 6LX

Email: secretary@bentonpark.net

Tel: 0113 2502330