

The Cavendish High Academy



Freedom of Information Publication Scheme Policy (Statutory)

Publication Date : 01/02/14

Review date : 04/04/16

Rationale

This Publication Scheme commits The Cavendish High Academy 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 and where this information is held by The Academy.

Purpose

This Scheme commits The Cavendish High Academy :

- **To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by The Academy and falls within the classifications below.**
- **To specify the information that is held by The Academy and falls within the classifications below.**
- **To proactively publish, or otherwise make available as a matter of routine, information in line with statements contained within this scheme.**
- **To produce and publish 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 Cavendish High Academy makes available under this scheme.**
- **To produce a schedule of 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**

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 by law and other lists and registers relating to the functions of The Academy.

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 laced in archive storage or it is difficult to access for similar reasons.

The method by which information published under this Scheme will be made available

The Academy 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 Cavendish High Academy, information will provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information via the website, The Academy 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 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 Academy is legally required to translate any information it will do so.

Obligations under disability and discrimination 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 the minimum inconvenience and cost to the public. Charges made by The Academy 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 made 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 principals 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.

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 that is held by The Cavendish Academy 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.

Contact details

If you require a paper version of any information, or want to ask whether information is available please contact The Academy by telephone, e-mail or letter. Contact details are set out below or you can contact The Academy website at www.chs.academy

Tel: 01928 561706

E-mail: Cavendish.admin2@halton.gov.uk

Address : The Cavendish High Academy, Lincoln Close, Runcorn, Halton WA7 4YX

To help us process requests quickly, any correspondence should be clearly marked " Publication Scheme Request " .

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 Academy.