FREEDOM OF INFORMATION ACT
PUBLICATION SCHEME

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1. Introduction: What a publication scheme is and why it has been developed

This publication scheme commits The Harbour Schools Partnership 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 Harbour Schools Partnership. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits The Harbour Schools Partnership to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below
- Specify the information which is held by the Trust 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 Trust 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 Trust that has been requested and any updated versions it holds, unless the Trust is 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 Trust 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.

2. Classes of information

Who we are and what we do:
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it:
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing:
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions:
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures:
Current written protocols for delivering our functions and responsibilities.

Lists and registers:
Information held in registers required by law and other lists and registers relating to the functions of the Trust.

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

3. The method by which information published under this scheme will be made available

The Trust 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 Trust, 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 Trust 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 the Trust is legally required to translate any information, it 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.

4. 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 Trust 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.

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 Trust.

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.

5. Written requests

Information held by the Trust 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.

6. Contact details

If you require a paper version of any information or want to ask whether information is available, please contact The Harbour Schools Partnership by email. All requests should be directed to info@thsp.org.uk

To help us process your request quickly, please clearly mark any correspondence **'Publication Scheme Request'**.

If the information you are looking for is not available via the scheme **(and is not on our website)**, you can still contact The Harbour Schools Partnership to ask if we have it.

NOTE: This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.

7. Guide to information available under the Publication Scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do Organisational information, structures, locations & contacts *This will be current information only*		
Articles of Association & Memorandum of Association	The Harbour Schools Partnership website	NIL
School information and curriculum	On each school website	NIL
Names & contact information of Trustees and the basis of their appointment	The Harbour Schools Partnership website	NIL
Local Governing Bodies – names & basis of appointment inc contact details via school	On each school website	NIL
Gender pay gap reporting	The Harbour Schools Partnership website	NIL
School session times, term dates & holidays	On each school website	NIL
Location and contact information – address, telephone number & website	On each school/ The Harbour Schools Partnership website	NIL
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
Annual budget plan & financial statements	Annual Trust accounts on The Harbour Schools Partnership website Budget plans by request	NIL
Expenditures	By request	NIL
Capital funding	By request	NIL
Financial audit reports	By request	NIL
Procurement & contracts	By request	NIL
Staff allowances & expenses	By request	NIL
Staff pay and grading structures	By request	NIL
Governors' allowances	By request	NIL
Premiums or other forms of financial support available	By request	NIL
TU facility time reporting	The Harbour Schools Partnership website	NIL
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews *This will be current information only*		
Performance data supplied to the Government	On each school/ The Harbour Schools Partnership website	NIL
Latest Ofsted report	On each school website	NIL
Performance management information	By request	NIL
Trust/School future plans	By request	NIL
Exam and assessment results	By request	NIL
Performance tables	By request	NIL
Data Protection Impact Assessments	By request	NIL

How we make decisions Decision making processes and records of decisions		
Admissions policy and decisions	On each school/ The Harbour Schools Partnership website and by request	NIL
Minutes of meetings of the governing body and its committees	By request	NIL
Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities *This will be current information only*		
School policies & other documents • Accessibility Plan • Behaviour Policy • Biometric Policy • Code of Conduct policy • Data Protection Policy • DTLAC Policy • Divorce & Separated Parents Policy • EYFS Policy • ECT Induction Policy • Exclusions Policy • First Aid Policy • SEND policy • Supporting pupils with medical conditions policy • Sex & Relationship Education policy	A number of policies are uploaded on each school/ The Harbour Schools Partnership website, otherwise by request	NIL
Records Management, personal data and access to information policies	The Harbour Schools Partnership website	NIL
Equality and diversity	The Harbour Schools Partnership website	NIL
Safeguarding & Child Protection policy	On each school/ The Harbour Schools Partnership website	NIL
Pay policy	The Harbour Schools Partnership website	NIL
Health and Safety policy	On each school/ The Harbour Schools Partnership Ventrus website	NIL
Policies and procedures for human resources and the recruitment of staff	The Harbour Schools Partnership website	NIL
Careers programme information	School website	NIL
Complaints procedures, including dealing with parental complaints	On each school website/ The Harbour Schools Partnership website	NIL
Charging regimes and policies	The Harbour Schools Partnership website	NIL
Lists and registers *Information to be in currently maintained list and registers only*		
Curriculum circulars & statutory instruments	By request	NIL
CCTV	By request	NIL
Disclosure logs	By request	NIL
Asset register	By request	NIL

Any information the Trust is currently legally required to hold in publicly available registers	By request	NIL
The services we offer Information about the services the school provides including leaflets, guidance and newsletters *This will be current information only*		
Extra-curricular activities	On each school website	NIL
Out of school clubs	On each school website	NIL
School publications	On each school website	NIL
Services for which the school is entitled to recover a fee, together with those fees	On each school website Charges & Remission Policy – The Harbour Schools Partnership website	NIL
Leaflets, booklets & newsletters	On each school website	NIL