



## **Birchwood High School Publication Scheme**

This scheme follows the model approved by the Information Commissioner and sets out the classes of information which we publish or intend to publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

### **1 Classes of information**

Information that is available under this scheme includes:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which will not be made available under this scheme includes:

- 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.

### **2 How to Request Information**

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided by contacting the school using the contact details below.

To enable us to process your request quickly, please make all correspondence "*Freedom of Information Request*".

Documents can be translated under disability legislation into accessible formats where possible.

### **3 Charges**

Documents contained in this scheme are free to view on the school website.

Single paper copies are also available free of charge to parents and prospective parents of the school.

### **4 Feedback**

We welcome any comments or suggestions you may have regarding this scheme. Please contact the Governing Body using the contact details below:

For the Attention of Julia White  
Secretary to Governors  
Birchwood High School  
[admin@birchwood.herts.sch.uk](mailto:admin@birchwood.herts.sch.uk)  
01279 655936