

# SULLIVAN UPPER SCHOOL

## GUIDE TO INFORMATION AVAILABLE UNDER THE ICO MODEL PUBLICATION SCHEME

The school must respond as soon as possible, and in any event, within 20 working days of the date of receipt of a Freedom of Information Act request. When calculating the 20 working day deadline, a “working day” is a school day (one when pupils are in attendance), subject to an absolute maximum of 60 normal working days (any day excluding Saturdays, Sundays or bank holidays) to respond. **Requests should be submitted in writing by email [info@sullivanupper.hollywood.ni.sch.uk](mailto:info@sullivanupper.hollywood.ni.sch.uk) or letter to the Principal.**

**Date of guide: September 2024**

The ICO expects schools to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the Freedom of Information Act (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (eg UK GDPR);
- the information is readily and publicly available from an external website. Such information may have been provided either by the school or on the school’s behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts.	
Contact details for the school, postal and email address (if used)	<a href="https://www.sullivanupper.co.uk/contact">https://www.sullivanupper.co.uk/contact</a> <a href="https://sullivanprep.weebly.com/contact-us.html">https://sullivanprep.weebly.com/contact-us.html</a> Hard copy: available on request. Please contact the school.
Principal’s contact details	Mr C J Mairs MA (Hons) PGCE Sullivan Upper School Belfast Road Holywood BT18 9EP Tel: 028 90428780 Email: <a href="mailto:info@sullivanupper.hollywood.ni.sch.uk">info@sullivanupper.hollywood.ni.sch.uk</a> Hard copy: available on request. Please contact the school.

Who's who in the school	<a href="https://www.sullivanupper.co.uk/staff">https://www.sullivanupper.co.uk/staff</a> <a href="https://sullivanprep.weebly.com/staff.html">https://sullivanprep.weebly.com/staff.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Who's who on the Board of governors and basis on which they are appointed Governing body's contact details	<a href="https://www.sullivanupper.co.uk/board-of-governors">https://www.sullivanupper.co.uk/board-of-governors</a> <a href="https://www.sullivanupper.co.uk/contact">https://www.sullivanupper.co.uk/contact</a> Hard copy: <i>available on request. Please contact the school.</i>
Instrument of Government – Scheme of Management	Hard copy: <i>available on request. Please contact the school.</i>
Annual Report of the Board of Governors to parents	<a href="https://www.sullivanupper.co.uk/board-of-governors">https://www.sullivanupper.co.uk/board-of-governors</a> Hard copy: <i>available on request. Please contact the school.</i>
School Prospectus	<a href="https://www.sullivanupper.co.uk/">https://www.sullivanupper.co.uk/</a> <a href="https://sullivanprep.weebly.com/">https://sullivanprep.weebly.com/</a> Hard copy: <i>available on request. Please contact the school.</i>
School session times and term dates	School day: <a href="https://www.sullivanupper.co.uk/information-for-parents-booklet">https://www.sullivanupper.co.uk/information-for-parents-booklet</a> Term dates: <a href="https://www.sullivanupper.co.uk/News/Term-Dates/">https://www.sullivanupper.co.uk/News/Term-Dates/</a> <a href="https://sullivanprep.weebly.com/calendar.html">https://sullivanprep.weebly.com/calendar.html</a> Hard copy: <i>available on request. Please contact the school.</i>

## **Class 2 – What we spend and how we spend it**

*Financial information about projected and actual income and expenditure, procurement, contracts and financial audit*

Annual budget plan and financial statements : details of budget distributed by the education authority, and the school's local management of school's (LMS) outturn statement or equivalent.	Budget distributed by EA: <a href="https://www.eani.org.uk/school-management/school-finance/school-finance/local-management-of-schools/budget-statements">https://www.eani.org.uk/school-management/school-finance/school-finance/local-management-of-schools/budget-statements</a> Outturn statements: <a href="https://www.eani.org.uk/school-management/school-finance/school-finance/local-management-of-schools/outturn-statements">https://www.eani.org.uk/school-management/school-finance/school-finance/local-management-of-schools/outturn-statements</a> Hard copy: <i>available on request. Please contact the school</i>
--	---

Annual accounts	Annual Report: <a href="https://www.sullivanupper.co.uk/board-of-governors">https://www.sullivanupper.co.uk/board-of-governors</a> Hard copy: <i>available on request. Please contact the school.</i>
Capital funding	Annual Report: <a href="https://www.sullivanupper.co.uk/board-of-governors">https://www.sullivanupper.co.uk/board-of-governors</a> Hard copy: <i>available on request. Please contact the school.</i>
Financial audit reports	Hard copy: <i>available on request. Please contact the school.</i>
Details of expenditure items over £5000	Hard copy: <i>available on request. Please contact the school.</i>
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as below) in bands of £10,000; for more junior posts, by salary range.	Hard copy: <i>available on request. Please contact the school.</i>
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: <i>available on request. Please contact the school.</i>
Governors' allowances : details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy: <i>available on request. Please contact the school.</i>
Procurement and contracts Details of procedures used for the acquisition of goods and services, including details of contracts that have gone through a formal tendering process.	Hard copy: <i>available on request. Please contact the school.</i>
Premiums or other forms of financial support available. Details of any premiums received, such as the newcomer pupil premium, or any other forms of financial support received such as free school meals, uniform grants or targeting special needs funding	Budget distributed by EA: <a href="https://www.eani.org.uk/school-management/school-finance/school-finance/local-management-of-schools/budget-statements">https://www.eani.org.uk/school-management/school-finance/school-finance/local-management-of-schools/budget-statements</a> . Hard copy: <i>available on request. Please contact the school.</i>
<b>Class 3 – What our priorities are and how we are doing</b> <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>	
Latest education and training inspectorate report, including an executive summary and action plan	<a href="https://www.etini.gov.uk/publications/type/inspectionreports">https://www.etini.gov.uk/publications/type/inspectionreports</a> Hard copy: <i>available on request. Please contact the school.</i>

Performance data supplied to the Northern Ireland Executive	Annual Report of the Board of Governors: <a href="https://www.sullivanupper.co.uk/board-of-governors">https://www.sullivanupper.co.uk/board-of-governors</a> Hard copy: <i>available on request. Please contact the school.</i>
Exam performance statistics	Annual Report of the Board of Governors: <a href="https://www.sullivanupper.co.uk/board-of-governors">https://www.sullivanupper.co.uk/board-of-governors</a> Hard copy: <i>available on request. Please contact the school.</i>
The school's/academy's future plans; e.g. proposals for and any consultation on the future of the school/academy, such as a change in status	School Development Plan: <a href="https://www.sullivanupper.co.uk/school-development-plan">https://www.sullivanupper.co.uk/school-development-plan</a> <a href="https://sullivanprep.weebly.com/curriculum.html">https://sullivanprep.weebly.com/curriculum.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Performance review and staff development information: details of the performance management policy and procedures as adopted by the Board of Governors.	Hard copy: <i>available on request. Please contact the school.</i>
Data Protection Impact Assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Hard copy: <i>available on request. Please contact the school.</i>
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions	
Admissions policy	<a href="https://www.sullivanupper.co.uk/admissions">https://www.sullivanupper.co.uk/admissions</a> <a href="https://sullivanprep.weebly.com/admissions.html">https://sullivanprep.weebly.com/admissions.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it	Hard copy: <i>available on request. Please contact the school.</i>
<b>Class 5 – Our policies and procedures</b> <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>	
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Safeguarding and child protection, including protecting children's personal data	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Equality and Diversity	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>

Health and Safety	Hard copy: <i>available on request. Please contact the school.</i>
Policies and procedures relating to recruitment and human resources: details of current vacancies	Hard copy: <i>available on request. Please contact the school.</i>
Special educational needs	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Complaints policies and procedures	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Pay Policy	Hard copy: <i>available on request. Please contact the school.</i>
Records management	Hard copy: <i>available on request. Please contact the school.</i>
Data protection	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>
Charging regimes and policies	<a href="https://www.sullivanupper.co.uk/Policies/">https://www.sullivanupper.co.uk/Policies/</a> <a href="https://sullivanprep.weebly.com/policies.html">https://sullivanprep.weebly.com/policies.html</a> Hard copy: <i>available on request. Please contact the school.</i>
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only (this does not include the attendance register)</i>	
Curriculum circulars and statutory instruments	Hard copy: <i>available on request. Please contact the school.</i>
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy: <i>available on request. Please contact the school.</i>
Disclosure logs, i.e. information provided in response to FOIA/EIR requests	Hard copy: <i>available on request. Please contact the school.</i>
Asset register - information from capital asset registers, if such registers are held.	Hard copy: <i>available on request. Please contact the school.</i>
Any information we are currently legally required to hold in publicly available registers	Hard copy: <i>available on request. Please contact the school.</i>

<b>Class 7 – The services we offer</b> <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i>	
Extra-curricular activities	<a href="https://www.sullivanupper.co.uk/extracurricular-timetable">https://www.sullivanupper.co.uk/extracurricular-timetable</a> <a href="https://sullivanprep.weebly.com/extra-curricular.html">https://sullivanprep.weebly.com/extra-curricular.html</a> Hard copy: <i>available on request. Please contact the school</i>
Services for which we are entitled to recover a fee, together with those fees	Hard copy: <i>available on request. Please contact the school.</i>
Requests for paper copies of information	Please contact the school <a href="mailto:info@sullivanupper.holywood.ni.sch.uk">info@sullivanupper.holywood.ni.sch.uk</a>
Our publications, leaflets, books and newsletters	<a href="https://www.sullivanupper.co.uk/monthly-newsletters">https://www.sullivanupper.co.uk/monthly-newsletters</a> <a href="https://sullivanprep.weebly.com/weekly-newsletter.html">https://sullivanprep.weebly.com/weekly-newsletter.html</a> <a href="https://www.sullivanupper.co.uk/information-for-parents-booklet">https://www.sullivanupper.co.uk/information-for-parents-booklet</a> Hard copy: <i>available on request. Please contact the school.</i>

### **Cost Limits and Schedule of charges for photocopying, postage and statutory fees**

Information that is available on our website is free to copy. There may be charges for some publications. If so, we will tell you that there is a charge and how much it is. We are entitled to charge for the cost of photocopying, printing and postage if we need to send information to you. This includes information we send to you in reply to a Freedom of Information request, and information that we confirm to make readily available through the School's Publication Scheme. Where the total cost of photocopying, printing and postage is £10 or lower, no charge will be made. All charges are payable in advance of your request being processed. The following charging rates apply:

A4 black and white, single-sided 10p per sheet  
A4 black and white, double-sided 20p per sheet  
A3 black and white, single-sided 20p per sheet  
A3 black and white, double-sided 40p per sheet  
A4 colour, single-sided £1.00 per sheet  
A4 colour, double-sided £2.00 per sheet  
A3 colour, single-sided £1.50 per sheet  
A3 colour, double-sided £3.00 per sheet  
Postage and packing At cost  
Photographs, maps, plans etc At cost

## Freedom of Information Act 2000 Requests

The FOIA sets appropriate cost limits for public bodies when dealing with Freedom of Information (FOI) requests. The School's limit is set at £450. These costs are calculated at a rate of £25 per hour for each person making the information available, which means our limit will be exceeded after 18 hours of work.

The School is entitled to refuse to deal with a request, or to charge for the time taken, if it will take 2½ days or more (this amount to 18 hours of work) to deal with a request. When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested. If we do charge for the time taken, the rate charged will be £25 per hour. These costs are in addition to any costs for photocopying, printing and postage. Where possible we will work with you to look for other ways of providing the information so that your request takes less than 2½ days to deal with.

All charges are payable in advance of your request being processed.

The School may combine two or more FOI requests for the purposes of calculating costs, to prevent applicants evading our appropriate cost limit by dividing a request into smaller parts. The school will do this if the requests are:

- made by one person, or by different persons who appear to the School to be acting together or for a campaign;
- for the same or similar information; and
- the subsequent request is received by the School within 60 working days of the previous request.