

CALDAY GRANGE GRAMMAR SCHOOL

a DfES designated Technology College & Language College

Founded 1636



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Drafted by:	Alison Hughes			
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			x	
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Notes:	This publication scheme has been approved by the Information Commissioner and will be valid, without modification until further notice.			
Date to be reviewed:	Annual			

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Definitions

The Trustees and Governing Body of Calday Grange Grammar School are known throughout this document as 'The Authority'.

Background

The purpose of the Freedom of Information Act gives people a right of access to information held by or on behalf of public authorities. The Regulations apply to public authorities and companies wholly owned by public authorities in England, Wales and Northern Ireland.

As a public Authority, Calday Grange Grammar School has a legal obligation to provide information:

- through a publication scheme, which lists all the information routinely made available to the public; and
- in response to requests made under the right of access given by the Freedom of Information Act Regulations.

Purpose

This publication scheme will support the Governing Body's desire to promote a culture of openness and accountability across the school to ensure that the public have a better understanding about:

- how they carry out their duties
- why they make the decisions they do
- how they spend public money

This publication scheme commits the Governing Body, as 'an authority', 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Responsibility

The scheme commits the Governing Body, as the authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.

- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

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 authority.

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.

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

The table of published information detailed in Appendix 1 (Guide to the Information Available from Calday Grange Grammar School) meets the requirements of the information commissioner.

The authority 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 authority, 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, a public authority 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 an authority 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.

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 authority 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.

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 Calday Grange Grammar School, as the authority, 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. Requests should be made to Mrs Alison Hughes, School Business Manager.

Reporting

A termly report will be given to the Governing Body on any written requests made for information that is not available from the school web-site.

Freedom of Information

Appendix 1 - Guide to information available from Calday Grange Grammar School under the Freedom of Information Act Publication Scheme

Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only					
Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
Academy Funding Agreement – a link to the document on the Department for Education’s website	✓	✓	£2.00	School web-site	
Academy Order (if applicable)	?	?			
School staff and structure – names of key personnel	✓	✓	Free	Prospectus	
Governing body – names of the governors and the basis of their appointment	✓	✓	Free	Prospectus	
School session times, term dates	✓	✓	Free	Web-site	
Location and contact information – address, telephone number and website	✓	✓	Free	Web-site	
Contact details for the Principal and the Governing Body	✓	✓	Free	Web-site	
School Prospectus	✓	✓	Free	Web-site	
Examination results – a link to the data on the Department for Education’s website		✓		DfE Web-site and School Prospectus	

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).

Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
Annual budget plan and financial statements	✓	✓	£1.00	Web-site	
Capital funding – details of capital funding allocated to the school Information on related building projects and other capital projects		✓		Web-site	Some information may only be available for inspection.
Additional funding – Income generation schemes and other sources of funding.		✓		Web-site	
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.		✓		Web-site	Some information may only be available for inspection.
Staffing and grading structure	✓	✓	Cost available on request	Web-site	Some information may only be available for inspection.
Pay policy – a statement of the Academy’s policy on procedures regarding staff pay.	✓	✓	Cost available on request	Web-site	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Not applicable Expenses not claimed				

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information should be published.

Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
School profile <ul style="list-style-type: none"> Government supplied performance data OFSTED report – summary and full report 	✓	✓	Cost available on request	Web-site DfE web-site	
Performance management information	✓	✓	Cost available on request	Website	
Academy's future plans	✓	✓	Cost available on request	Web-site	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	✓	✓	Cost available on request	Web-site	

How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
Admissions policy - arrangements and procedures and right of appeal.	✓	✓	Cost available on request.	Prospectus	
Information on application numbers and number of successful applicants by each oversubscription criteria.	✓	✓		Prospectus	
Governing body meeting agendas, papers and minutes – information that is properly considered to be private is excluded.	✓	✓	Cost available on request.	Web-site	

Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	✓	✓	Cost available on request	Web-site	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	✓	✓	Cost available on request	Web-site	

<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 	✓	✓	Cost available on request.	Web-site	
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	✓	✓	Cost available on request	Web-site	
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	✓	✓	Cost available on request	Web-site	

Lists and Registers					hard copy and/ or website; some information may only be available for inspection)
Currently maintained lists and registers only					
Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
Curriculum circulars and statutory instruments	✓	✓	Cost available on request		Some information may only be available for inspection.
Disclosure logs					
Asset register					
Any information the Academy is currently legally required to hold in publicly available registers					

The services we offer					(hard copy and/ or website; some information may only be available for inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only					
Information to be published	How the information can be obtained		Charge for providing hard copy	Link to on-line information (no cost)	Notes
	Hard copy	On-line			
Extra-curricular activities	✓	✓	Cost, where applicable is available on request	Web-site	
Out of school clubs	✓	✓		Web-site	
School publications	✓	✓		Web-site	
Services for which the Academy is entitled to recover a fee, together with those fees	✓			Web-site	
Leaflets, booklets and newsletters	✓	✓		Web-site	

