

FREEDOM OF INFORMATION POLICY and PUBLICATION SCHEME

PART 1 – FREEDOM OF INFORMATION OBLIGATIONS

One of the aims of the Freedom of Information Act 2000 (FIOA) is that public authorities, including schools, should be clear and proactive about information that is made public.

To do this the Governing Body will produce and keep up to date a Publication Scheme, which conforms to requirements

The Publication Scheme will set out:

- The classes of information which it publishes or intends to publish;
 - The manner in which the information will be published;
 - Whether the information is available free of charge or on payment;
 - Procedures for making a request for information, and
 - Procedures for making a complaint about the school's compliance with its obligations to provide information
- The Data Protection Act requires that schools must keep private and confidential information about students and their families. This remains the case under the Freedom of Information Act and such information will not form part of the Publication Scheme. The Publication Scheme will cover information already published and information to be published in the future. All information in the Publication Scheme will be available in paper form from the School Office and, as far as possible, information may be available from the School Website. Comments about the Publication Scheme, requests for assistance or complaints should be addressed, in the first instance, to the Headteacher at the School.

PART 2 – PUBLICATION SCHEME Introduction

This is the Publication Scheme of Queen Elizabeth's Grammar School. It sets out the classes of information that the school publishes or intends to publish. It specifies the manner in which information is or is intended to be published. It also specifies whether or not the material is available free of charge.

This Publication Scheme is made under the Freedom of Information Act 2000 which places an obligation on the school to adopt and maintain such a scheme.

The Freedom of Information Act gives a general right of access to all types of recorded information held by the school, whether or not included in the publication scheme. It also sets out exemptions from that right and places a number of obligations on schools. A person who makes a request to the school for information will be told whether the school holds that information and, subject to the exemptions, whether information will be supplied.

Individuals already have the right of access to information about themselves under the Data Protection Act. The Freedom of Information Act extends this right to allow public access to all types of information. The Data Protection Act also requires that

the school must keep certain information private and confidential and such information is not the subject of this Publication Scheme.

The Freedom of Information Act and this Publication Scheme do not limit in any way the various other rights that members of the public have to information.

A wide range of general information about the school and its services is available on the school website (<http://www.qegsblackburn.com>).

Layout of the Publication Scheme

Each class of information covered by the scheme is identified by a title followed by a definition of the information covered by the class. In some cases particular information is excluded from the class, for example, because it is exempt under the Freedom of Information Act or other legislation. Each entry also contains details of how to obtain the information in that class. It is anticipated that the classes may be widened and/or new classes may be added to the scheme from time to time.

Responsibility for the Publication Scheme

The individual with overall and day-to-day responsibility for maintaining this scheme on behalf of the Governing Body is the Headteacher.

Procedures for making requests

A request for information should be made in writing or by email (headmaster@qegsblackburn.com). The school will make reasonable efforts to provide the requested information though provision will very much depend on availability.

Much of the information covered by the Publication Scheme will be provided on the website. Paper documents will be provided if requested, although there may be a charge for this (see fees below).

The school will respond to requests for information promptly and, in any event, normally within twenty working days.

Complaints

If the school does not comply with the Publication Scheme – for example by not making available documents it should, or delaying in providing them – a review of the school's actions can be requested by contacting the Governors, addressing the request to:

The Bursar, Queen Elizabeth's Grammar School, West Park Road
Blackburn, BB2 6DF

Telephone 01254 686300

Email bursar@qegsblackburn.com

Fees

Generally there will be no charge for requested information and information available from the websites is free of charge. For providing information where the costs of doing so exceed £2.00, the school will charge:

- 10p per sheet of photocopy, print out and printed covering letter, regardless of sheet size or colour copy
- the actual cost of postage
- where a specific request is made for presentation in a particular form (e.g. CD ROM), the actual cost of doing so
- £25 per hour for staff time if it is necessary for a member of staff to accompany somebody requesting to inspect records
- actual costs of translation into another language
- VAT will be chargeable in the circumstances that someone else holds the information as well as us. Responding to high cost requests (those expected to cost more than £450) is discretionary and the Governing Body is likely to refuse such requests.

Categories of information published

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, procurement, contracts and financial audit.

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

How we make decisions: Decision making processes and records of decisions.

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

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

The services we offer: Information about the services the school provides including leaflets, guidance and newsletters.

Who we are and what we do

Unless otherwise stated, the following current information will be made available :

Information published (or to be published)

Who's who in the school

Who's who on the governing body and the basis of their appointment

Contact details for the Governing Body (named contacts with telephone numbers and email addresses)

Contact details for the Headteacher

School prospectus Annual Report Staffing structure

School session times and term dates

What we spend and how we spend it

The following current and previous year's information will be made available:

Information published (or to be published)

Annual budget plan and financial statements

Capitalised funding

Additional funding

Procurement and projects

Pay policy

Staffing structure

What our priorities are and how we are doing

The following current information will be made available:

Information published (or to be published)

School profile

- Government supplied performance data
- The latest Ofsted reports, when these become available

Performance management policy and procedures adopted by the governing body.

School's future plans

How we make decisions

The following current and previous three years' information will be made available:

Information published (or to be published)

Admissions policy and decisions (but not individual admission decisions)

Agendas of meetings of the Governing Body and its sub-committees

Copies of documents considered at meetings of the Governing Body and its sub-committees (unless properly regarded as private to the meetings)

Minutes of meetings of the Governing Body and its sub-committees (excluding items properly regarded as private to the meetings)

Our policies and procedures

The following current information will be made available:

Information published (or to be published)

School policies and procedures together with other information related to the school, including:

- Charging
- Health and safety
- Complaints procedure
- Discipline and grievance
- Pay
- Staffing structure
- Equality
- Child Protection
- Health and Safety
- Behaviour and Curriculum policies
- The home-school agreement
- Admissions
- Curriculum
- Sex education
- Special Educational Needs
- Equality
- Collective worship
- Behaviour Records management and personal data policies
- Information security
- Records retention, destruction and archive

- Data protection (including information sharing)

Lists and registers

The following current information will be made available:

Information published (or to be published)

Curriculum circulars and statutory instruments

Disclosure logs Asset register

Any information the school is currently legally required to hold in publicly available registers (but not the Attendance Register).

The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

The following current information will be made available:

Information published (or to be published)

Extra-curricular activities

Out of school clubs

School publications

Services for which the school is entitled to recover a fee, together with those fees

Reviewed July 2014