

# **SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)**

## **SCHOOL AIMS**

South Wilts is a progressive grammar school for girls, which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students.

## **South Wilts Grammar School for Girls Freedom of Information Act Publication Scheme**

The Governing Body is responsible for maintenance of this scheme.

### **1. Introduction: what a publication scheme is and why it has been developed**

The Freedom of Information Act 2000 (FOIA) came into force on 1<sup>st</sup> January 2005 for all local authority schools and from January 1<sup>st</sup> 2011 for all Academies.

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off **or** available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner and the DfE.

### **2. Release of information**

Unless it is in the public interest to withhold information, it has to be released. A request can be refused if

- it would cost too much to comply (refer to section 5);
- the request is vexatious or repeated; or
- the information is exempt from disclosure under one of the exemptions in the Act (refer to Annex 1).

If a request is refused a written response will be provided stating what exemption or exemptions were applied, why they were applied and, where appropriate, the public interest factors against disclosure.

### 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- who we are and what we do
- what we spend and how we spend it
- how we make decisions
- the services we offer
- our priorities
- policies and procedures
- lists and Registers

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below **or you can visit our website at [www.swgs.wilts.sch.uk](http://www.swgs.wilts.sch.uk)**

Email: [head@swgs.wilts.sch.uk](mailto:head@swgs.wilts.sch.uk)

Tel: **01722 323326**

Fax: **01722 320703**

Contact Address: Stratford Road, Salisbury, Wiltshire, SP1 3JJ

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme **and isn't on our website**, you can still contact the school to ask if we have it.

### 5. Paying for information

Single copies of information covered by this publication are provided free. If your request involves a lot of photocopying, printing, the payment of a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

We reserve the right to refuse to supply information where the cost of doing such exceeds the statutory maximum of £450.

## 6. Classes of Information Currently Published

### Who we are and what we do

(Organisational information, structures, locations and contracts)

Information to be published	How the information can be obtained
Academy Funding Agreement	Website (DfE)
Academy Order	Hard copy
Memorandum & Articles of Association	Hard copy
School staff- names of key personnel	Website
Governing Body names and contact details of the Governors	Website
Calendar – school session times, term dates and holidays	Website
Contact – location and contact information	Website
School prospectus	Website
Ofsted Inspection Report	Website
Examination results	Website

### What we spend and how we spend it

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

Information to be published	How the information can be obtained
Academy Finance Policy (Finance Scheme of Delegation) – including procurement details and purchasing authority limits	Hard copy
Annual Budget Plan and financial statements	Hard copy
Capital funding – details of capital funding allocated to the school	Hard copy
Capital projects – information on building and other capital projects	Hard copy
Additional funding – income generation schemes and other sources of funding	Hard copy
Contracts – details of contracts that have gone through a formal tendering process	Hard copy
Staffing and grading structure	Hard copy
Academy Pay Policy	Hard copy
Governors' allowances – details of allowances and expenses that can be claimed or incurred	Hard copy

### How we make decisions

**(Decision making processes and records of decisions for last three years)**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Admissions policy – arrangements, procedures and rights of appeal	Website
Admission decisions (not individual decisions)	Hard copy
Governing Body – agendas, papers and minutes (excluding information properly regarded as private to the meetings)	Hard copy

**The services we offer**

**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Extra – curricular activities	Website
Out of school clubs	Hard copy
School publications and newsletters	Website

**Our priorities**

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

<b>Information to be published</b>	<b>How the information can be obtained</b>
Latest Ofsted Report	Website
Data Dashboard (Ofsted)	Website
Appraisal Policy and procedure	Hard copy
Government supplied performance data	Website and hard copy
School Key Priorities	Website
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Website and hard copy

**Policies and procedures**

**Current written protocols, policies and procedures**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>School policies</b>	
	Website
Alcohol and Drugs	Website
Admissions	Website
Anti Bribery	Hard copy
Appropriate Teaching Materials	Website
Arts	Website
Assessment	Website

Attendance	Website
Careers	Website
Charging	Website
Child Protection and self harm	Website
Citizenship	Website
Collective Worship	Website
Complaints Procedure	Website
Curriculum	Website
Disability Equality Scheme	Website
Equal Opportunities for staff	Website
Equal Opportunities for students	Website
E Safety	Website
Fire Safety	Hard copy
Freedom of information Publication Scheme	Website
Gifted and Talented	Website
Gifts and Hospitality	Hard copy
Health and Safety	Website
Home School Agreement	Website
Homework	Website
Investment	Hard copy
Maternity, Paternity and Adoption	Hard copy
Medication for Students	Website
Minibus	Hard copy
Public Exams	Website
Pupil Discipline	Website
Rewards and Sanctions	Website
Racial Equality	Website
Sex Education	Website
Special Education Needs	Website
Work Experience	Website
Work Related Learning	Website
Appraisal	Hard copy
Governors' Allowance	Hard copy
Lettings	Hard copy
Minibus	Hard copy
Pay	Hard copy
Redundancy Procedure	Hard copy
Secure Data Handling	Hard copy
Staff Absence	Hard copy
Staff Capability Procedures	Hard copy
Staff Continuing Professional Development	Hard copy
Staff Grievance Procedure	Hard copy
Staff Discipline Procedure	Hard copy
Staff Recruitment	Hard copy
Whistleblowing	Hard copy

**Lists and Registers  
(Currently maintained only)**

<b>Information to be published</b>	<b>How the information can be obtained</b>
Asset Register	Hard copy
Maintenance checks	Hard copy
Minibus drivers	Hard copy
First Aiders	Hard copy
Disclosure Logs	Hard copy

**School website** [www.swgs.wilts.sch.uk](http://www.swgs.wilts.sch.uk)

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to The Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

**Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

or

**Enquiry/Information Line: 01625 545745**  
**E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)**  
**Website : [www.ico.org.uk](http://www.ico.org.uk)**

## **Annex 1**

### **Absolute Exemptions (if one of these applies the information can be withheld)**

Section 21 - Information accessible to applicant by other means

Section 23 - Information supplied by, or relating to, bodies dealing with security matters

Section 32 - Court records, etc

Section 34 - Parliamentary privilege

Section 36 - (part) Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords)

Section 40 - (Part) Personal information (where the applicant is the subject of the information) - or personal data about another person

Section 41 - Information provided in confidence.

Section 44 - Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court.

## **Qualified Exemptions where the public interest test applies**

Even if one of the exemptions applies, the information must be disclosed unless the public interest in withholding it is greater than the public interest in releasing it.

Section 22 - Information intended for future publication

Section 24 - National security

Section 26 - Defence

Section 27 - International relations

Section 28 - Relations within the United Kingdom

Section 29 - The economy

Section 30 - Investigations and proceedings conducted by public authorities

Section 31 - Law enforcement

Section 33 - Audit Functions

Section 35 - Formulation of government policy, etc

Section 36 - (part) Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords)

Section 37 - Communications with Her Majesty, etc and honours

Section 38 - Health and safety

Section 39 - Environmental information as this can be accessed through the Environmental

Information Regulations.

Section 40 - (Part) Personal data where section 10 of the Data Protection Act applies (i.e. likely to cause damage or distress)

Section 42 - Legal professional privilege

Section 43 - Commercial interests