



Publication Scheme: Freedom of Information

Section A: Publication Scheme

This publication scheme commits the school 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 school.

The scheme commits the school:

- 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 school 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 school 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 school 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 school, information will be provided on our website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, information can be obtained by contacting the Business manager at the school. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please contact the Business Manager. 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 the school 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 school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the 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 the school 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.

A copy of this Publication Scheme is available on our website: www.sggs.org.uk or in hard copy format from the school office. To obtain a copy, please speak to our administration staff (01789 293759) or write to: The Business Manager, Stratford Girls' Grammar School, Shottery Manor, Stratford-upon-Avon CV37 9HA.

Section B: Schedule of Available Information

1. Who we are and what we do

Memorandum and Articles of Association	Website
School prospectus	Website
List and status of Governors	Website
School session times and term dates	Website
Location and contact information	Website

2. What we spend and how we spend it

Funding Agreement	Website
Annual Report and Accounts	Website
Budget forecast	Contact Business Manager
Capital funding	Contact Business Manager
Additional funding	Contact Business Manager
Staffing and grading structure	Contact Business Manager
Governors' expenses	Policy on website

3. What our priorities are and how we are doing

Government supplied performance data	Link from website
Latest Ofsted reports	Link from website
School Integrated Development Plan (SIDP)	Contact Business Manager

4. How we make decisions

Agendas of Governing Body meetings (and sub-committees)	Contact Clerk to the Governors
Minutes of Governing Body meetings (and sub-committees) – excluding information regarded as private	Contact Clerk to the Governors

5. Our Policies and Procedures

1	Admissions and Attendance	Admissions
		Attendance
		Home-School Agreements (7-11 and 12-13)
2	Aims	Vision and Values
		Governors' Strategic Statement
		Governors' Curriculum Aims
3	Behaviour	Governors' Behaviour Principles
		Behaviour
		Anti-Bullying
		Rewards and Sanctions
		Uniform and Sixth Form Dress Code
4	Charity	Charity Policy
5	Collective Worship	See SMSC Policy (under Pastoral)
6	Communications	Communications
		Communications: Parents
7	Complaints	Complaints Policy

8	Curriculum Including: Assessment and Marking Teaching and Learning	Curriculum including appendices: <ul style="list-style-type: none"> o 1: Progression routes o 2: Options: policy and practice o 3: Monitoring and evaluation of the curriculum o 4: Adapting the curriculum
		Assessment and Marking
		Monitoring and Use of Data
		Teaching and Learning Policy
		Arts Policy
		Careers - CEIAG
		Homework
		International Policy
		Library Policy
		Literacy Policy
		Native Language External Examination Protocol
9	Data Protection and Freedom of Information	Numeracy
		Data Protection Policy
		Publication Scheme
		Privacy Notice (students)
10	Driving at Work	Privacy Notice (workforce)
		Minibus Policy
11	Equality	Equality Policy and Plan
		Special Educational Needs (and Disabilities) Policy (SEND)
		SEND Information Report
		Gifted and Talented Policy
		Medical Conditions Policy
12	Finance	Best Value Statement
		Charging and Remission
		Financial Procedures
		Fixed Assets
		Fraud and Bribery
		Gifts and Hospitality
		Governors' Expenses
		Investment
		Lettings
		Purchasing
		Whistle-Blowing (see also Safeguarding)
		13
Visits and Trips		
Emergency Action (including Critical Incident Policy and Emergency Evacuation, Containment and Closure Procedures)		
PE After-School Sports Activities Protocols (Staff/Parents)		
Security Policy		
School Closure Policy		
Visitors Policy		
14	HR (including Pay)	Pay Policy
		Absence from Work Policy and Procedures
		Capability
		Cover Policy
		Cover Procedures Policy
		Directed Time Allocation
		Disciplinary
		Family Friendly Policy
		Flexible Working Policy
		Grievance Procedure
Redundancy Policy		
15	ICT and Photographic Images	ICT: <ul style="list-style-type: none"> o E-safety Policy o ICT: Acceptable Use Policy (Students) o ICT: Acceptable Use Policy (Staff) – Technology o ICT: BYOD Acceptable Use Policy

		<ul style="list-style-type: none"> ○ ICT: Acceptable Use Policy (Staff and Governors) – Social Networking and Internet Sites ○ ICT: Procedure for reviewing internet sites for suspected harassment and distress
		Photographic Images of Children
16	Pastoral/PSHEC/SMSC	Bereavement
		Confidentiality
		Drugs (part two as SWEP document)
		Pastoral System and Referrals
		Peer Mentoring (Ch@)
		PSHE & Citizenship
		Sex and Relationships Education
		SMSC
17	Professional Development	Continuing Professional Development (CPD)
		NQT Induction
		Performance Management/ Teacher Appraisal
		Performance Management: Associate Staff
18	Quality Assurance	Quality Assurance
19	Safeguarding	Child Protection and Safeguarding
		Staff Protection: Code of Conduct
		Safer Recruitment Procedures
		Allegations of Abuse made against Teachers and other Staff
		Physical Contact and the Use of Force to Restrain/Control
		Whistle-Blowing Policy (see also Finance)

6. Lists and registers

Curriculum regimes and Statutory Instruments	Contact Business Manager
Disclosure logs	Contact Business Manager
Asset Register	Contact Business Manager

7. The services we offer and general information

Extra-curricular activities	Website
Out of school clubs	Website
School Calendar	Website

How to apply

If you would like a copy of any publication listed in this Scheme, please write to:

The Business Manager
 Stratford Girls' Grammar School
 Shottery Manor
 Stratford-upon-Avon
 CV37 9HA

Tel: 01789 293759
 Email: info@sggs.org.uk

Charging

Where information is published on our website, the information is available for download free of charge. Where a paper copy is required, the school reserves the right to charge for photocopying and postage at cost.