



## Publication Scheme: Freedom of Information

Disclosable under Freedom of Information Act	Yes
To be published on website?	Yes

### **Policy ownership**

Governor committee:	Progress & Well-being
Department responsible:	Data
Post-holder: (title and name)	Jane Emms, Data Manager
Linked procedures	Data Protection Policy, Privacy Notices
Responsible person:	Clare Webster, Business Manager
Implementation date:	June 2021
Planned review interval:	Annual
Planned next review date:	June 2026

## Section A: Publication Scheme

This publication scheme commits Stratford Girls' Grammar 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. Please contact the Headteacher or the Business Manager via the contact details below.

A copy of this Publication Scheme is available on our website: [www.sggs.org.uk](http://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: 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	<a href="#">Website</a>
School prospectus	<a href="#">Website</a>
List and status of Governors	<a href="#">Website</a>
School session times and term dates	<a href="#">Website</a>
Location and contact information	<a href="#">Website/Website</a>

### 2. What we spend and how we spend it

Funding Agreement	<a href="#">Website</a>
Annual Report and Accounts	<a href="#">Website</a>
Budget forecast	Contact Business Manager
Capital funding	Contact Business Manager
Additional funding	Contact Business Manager
Staffing and grading structure	Contact Business Manager
Governors' expenses	Contact Business Manager

### 3. What our priorities are and how we are doing

Government supplied performance data	<a href="#">Website</a>
Latest Ofsted reports	<a href="#">Website</a>
School Improvement & 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 ([Website](#) or contact Business Manager)

1	Admissions and Attendance	Admissions
		Attendance
		Home-School Agreements (7-11 and 12-13)
2	Aims	Vision and Values
3	Behaviour	Behaviour
		Uniform and Sixth Form Dress Code
4	Charity	<a href="#">Charities</a>
5	Collective Worship	<a href="#">SMSC</a>
6	Communications	Communications
7	Complaints	Complaints Policy
8	Curriculum	<a href="#">Curriculum</a> including appendices: o 1: Progression routes

	Including: Assessment and Marking Teaching and Learning	<ul style="list-style-type: none"> <li>○ 2: Options: policy and practice</li> <li>○ 3: Monitoring and evaluation of the curriculum</li> <li>○ 4: Adapting the curriculum</li> </ul> <a href="#">Assessment</a> Marking and Feedback Monitoring and evaluation of curriculum Teaching and Learning Philosophy Careers - CEIAG <a href="#">Homework</a> Library Policy Literacy Policy Native Language External Examination Protocol Numeracy
9	Data Protection and Freedom of Information	Data Protection Policy Publication Scheme: FOI Privacy Notice (parent & Students) Privacy Notice (Staff) Privacy Notice (Applicants) Privacy Notice (Governors)
10	Driving at Work	Minibus Policy
11	Equality	Equality Policy and Plan <a href="#">Special Educational Needs and Disabilities</a> (SEND) Policy <a href="#">SEND Information Report</a> Medical Conditions Policy
12	<a href="#">Finance</a>	Best Value Statement Charging and Remission Financial Procedures Fixed Assets Anti-corruption and Bribery Expenses Investment Lettings Whistle-Blowing (see also Safeguarding)
13	Health and Safety	Health and Safety Security Policy School Closure Policy
14	HR (including Pay)	Pay Policy Staff Well-being Leave of Absence Capability Cover Procedures Directed Time Disciplinary Flexible Working Policy Grievance Procedure Redundancy Policy
15	ICT and Photographic Images	E-safety Policy Use of ICT: Students Use of ICT: Staff Photographic Images of Children
16	Pastoral/PSHEC/SMSC	Bereavement Protocol Confidentiality

		Drugs (part two as SWEP document)
		Pastoral System and Referrals
		Student Well-being
		PSHE & Citizenship
		Relationships and Sex Education Policy
		SMSC
17	Professional Development	Continuing Professional Development (CPD)
		ECT Policy
		Teacher Appraisal
		Associate Staff Appraisal
18	Quality Assurance	Quality Assurance
19	Safeguarding	Child Protection and Safeguarding
		Staff Protection: Code of Conduct
		Employer Protection: Code of Conduct (work experience)
		Recruitment Policy
		Preventing Radicalisation
		Whistle-Blowing Policy (see also Finance)
20	Trip and Visits	Educational & Offsite Visits Policy

## 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	<a href="http://www.sggs.org.uk">Website</a> or contact <a href="mailto:info@sggs.org.uk">info@sggs.org.uk</a>
Out of school clubs	Contact <a href="mailto:info@sggs.org.uk">info@sggs.org.uk</a>
School Calendar	<a href="http://www.sggs.org.uk">Website</a>

## **How to apply**

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

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

Tel: 01789 293759

Email: [info@sggs.org.uk](mailto: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.