



Internal Policy

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

The governing body is responsible for maintenance of this scheme.

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

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 available in paper form.

Some information which we hold may not be made public. There are four reasons when

Sale Grammar School may not comply with a request:-

- the information is not held
- the request incurs a cost exceeding £450 or 18 hours
- the request is considered vexatious or repeated
- one or more of the exemptions listed below apply

The FOIA stipulates absolute exemptions as: - information available by other means, personal information, and information provided in confidence and where there are prohibitions on disclosure.

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Internal Policy

The FOIA stipulates qualified exemptions as follows:-

- intended for future publication
- national security
- investigations
- law enforcement
- prejudicial to conduct of public affairs
- Health & Safety
- environmental information
- commercial interests
- legal privilege

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

2. Key Aims

The school aims to:

- to provide a broad and balance curriculum which provides pupils with the skills, knowledge and understanding and experience relevant to their future roles in society
- to develop self-discipline and good study habits
- to realise the potential of all individuals
- to foster an ethos which is encouraging, caring and considerate of others and their feelings
- to promote respect for the environment and property of others
- to further partnerships between home, the community and school
- to promote equality of opportunity in all aspects of school life

and this publication scheme is a means of showing how we are pursuing these aims.



Internal Policy

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 four broad topic areas:

School Website – information published on the school website.

Governors' Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

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.

Email: office@salegrammar.co.uk

Tel: 0161 973 3217

Fax: 0161 976 4904

Contact Address: Marsland Road, Sale, Greater Manchester. M33 3NH

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 you can still contact the school to ask if we have it.



Internal Policy

5. Paying for information

Single copies of information covered by this publication are subject to a charge of 10p per sheet. If your request means that we have to do a lot of photocopying or printing, and/or pay 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.

6. Classes of Information Currently Published

School Website – **this section sets out information published on the school website.**

Class	Description
School Website	<p>Governors</p> <ul style="list-style-type: none"> • composition and details of governing body members <p>Admissions</p> <ul style="list-style-type: none"> • arrangements for the admission of all pupils into school including pupils with needs and disabilities • prospectus and key stage handbooks • The School day, travel and location information • Parents • Safety, uniform and key policies including Equality and Safeguarding <p>Parents</p> <ul style="list-style-type: none"> • Safety, uniform and key policies including Equality and Safeguarding

Information relating to the governing body– **this section sets out information published in the Governors' Annual Report and in other governing body documents.**



Internal Policy

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any body entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

Pupils & Curriculum Policies - **This section gives access to information about policies that relate to pupils and the school curriculum.**

Class	Description
Home – school agreement	Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this



Internal Policy

Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy	Statement of general principles on behaviour and discipline and of measures taken to reinforce good behaviour
Attendance Policy	Statement of general principles, procedures and types of absence

School Policies and other information related to the school - **This section gives access to information about policies that relate to the school in general.**

Class	Description
Published reports of Ofsted referring expressly to	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Charging and Remissions	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

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Internal Policy

Curriculum circulars and statutory	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Annex A - Other document	Annex A provides a list of other documents that are held by the school and are available on request

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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or

Enquiry/Information Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website : www.informationcommissioner.gov.uk



Internal Policy

Freedom of Information Publication Scheme Annex A – Further information held by the school

Class	Description
Who we are and what we do	organizational information, structures, locations and contacts
What we spend and how we spend it	financial information about income and expenditure, procurement
What our priorities are and how we are doing	strategies and plans, performance indicators, audits, inspections and reviews
Our policies and procedures	available on website as well as other written protocols such as lists and registers
The services we offer	information about services the school provides including leaflets, guidance and newsletters