

**NORTHFLEET SCHOOL FOR GIRLS
CO-OPERATIVE LEARNING TRUST**

PROCEDURE ON

**Guide to Information Available
Under the Freedom of
Information Act 2000**

Date of Policy:	April 2015
Member of staff responsible:	School Business Manager
Review Date:	September 2021
Reviewed:	September 2019

The Governing Body is responsible for the publication scheme.

Introduction

One of the aims of the Freedom of Information Act 2000 (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 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.

Aims and Objectives

Our vision is that students will dream big with regard to their potential life opportunities and achieve this through the excellent start this school gives them. Central principles in delivering this are:

- High expectations in every aspect of school life including academic progress, personal development, relationships and appearance
- All those involved in the school will work together to achieve this vision. It is especially important that the school, students and parents all work together effectively as one team
- School should be an enjoyable experience. We will work to create a school that students want to come to, staff value working at and to where parents are proud to send their children

Through this vision we will continue to uphold and develop the values as set out in our Co-operative Trust.

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 divided into categories of information known as 'classes' and these are detailed below.

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

- Who we are and what we do – organisational information, structures, locations and contacts
- What we spend and how we spend it – financial information
- What our priorities are and how we are doing – strategies and plan, performance indicators, audits, inspections and reviews
- How we make decisions – decision making process and records of decisions
- Our policies and procedures – current protocols, policies and procedures for delivering our services and responsibilities
- Lists and registers – currently maintained lists and registers (n.b. this does not include the attendance register)
- The services we offer – information about the services we offer

How to request information

If you require a paper version of any 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.northfleetgirls.kent.sch.uk.

Email: info@northfleetgirls.kent.sch.uk

Tel: **01474 831020**

Fax: **01474 335058**

Contact Address: **Hall Road, Northfleet, Kent DA11 8EQ**

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

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the school to ask if we have it.

Schedule of Charges

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free in electronic format, unless indicated otherwise. If your request means that we have to undertake significant photocopying or printing, or incur a high 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.

Classes of Information Currently Published

Who we are and what we do – this section sets out current information about the school.

<p>School Prospectus</p>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the school, and the type of school • a statement of the school’s ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
<p>School Website</p>	<p>The website includes the School Prospects, Three Year Vision and all other key documentation. In addition the following are included:</p> <ul style="list-style-type: none"> • the name of the Headteacher and Chair of Governors • information on the school policy on admissions • information about the school’s policy on providing for pupils with special educational needs
<p>School Session Times & Term Dates</p>	<p>Details of school session and dates of school terms and holidays</p>
<p>Who’s who in the school and the staffing structure</p>	<p>A staff listing of name and role(s) undertaken</p> <p>The hierarchical structure of school’s staffing</p>
<p>Instrument of Government</p>	<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.

Who's who on the Governing Body	Name and basis of appointment to the Governing Body, including their term of office Governor allowances and payments policy and actual incurred costs
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What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, procurement and contracts.

Annual budget plan and financial statements	Current and previous financial year
Capital Funding	Details of grant income and expenditure for current and previous financial year
Details of expenditure over £2000	Expenditure incurred as individual items, including contract procurement
Staffing Information	Pay Policy Staff allowances and expenses policy Staff grading structure (including staff pay in banding categories)

What our priorities are and how we are doing – current strategies and plan, performance indicators, audits, inspections and reviews

Ofsted Report	Most current Ofsted reports : Summary and full Post inspection action plan
Other Inspection Reports	Any report related to any area of the school undertaken by a recognised Government Body and released to the public domain
Performance Data	Data supplied to and from the DfE in respect of students and staff outcomes
Performance Management Policy	Policy and procedures adopted by the Governing Body implemented within the school
Future Vision	Outline of any significant changes to the school.

How we make decisions – decision making process and records of decisions

Admissions Policy	Current and information on previous three academic year matters
Agendas and Minutes of meetings of the Governing Body and its Committees	Agreed minutes of meetings of the governing body and its committees for the current and last full academic school year. (n.b. Information that is properly regarded as confidential to the meetings will be excluded)

Our policies and procedures – current protocols, policies and procedures for delivering our services and responsibilities

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
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
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to displayed pupils
Equality Policy	Statement of policy for promoting equality
Charging & Remissions Policy	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
Collective Worship	Statement of arrangements for the required daily act of collective worship
Careers Education Policy	Statement of the programmes of careers education provided for Key 4
Safeguarding Policy	The policy for safeguarding and promoting welfare of pupils at the school

Health and Safety Policy and risk assessment	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
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
E:Safety	Policy and procedures adopted by the school for staff and students
Records Management & Use of Personal Data	Records retention, destruction and archive policies Data Protection (including information sharing policies) Information security policies

Lists and registers – currently maintained lists and registers (n.b. this does not include the attendance register)

Asset Register	Current asset list of equipment held over £2,000
Disclosure Logs	Three year record of information requested and released by the school as Freedom of Information requests.
Curriculum circulars and statutory instruments	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
Any Other information	Any information the school is legally required to hold in registers available to the public.

The services we offer – information about the services we offer

Extra-curricular activities	Current opportunities
Out of school hours clubs	Current opportunities
Community use of the facilities	Current list of partners
School publications, aflets, books and newsletters	Two academic years

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, Northfleet School for Girls.

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.ico.gov.uk