



**PENWORTHAM GIRLS' HIGH SCHOOL**

# **Freedom of Information Publication Scheme**

(June 2023)

**Reviewed Annually**

**Next review Summer 2024**

## **THE MISSION**

**To prepare articulate, questioning, tolerant and independent  
Women for the future.**

pgh*Success*

# Freedom of Information Publication Scheme

## Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Penwortham Girls' High School without further approval and will be valid until further notice.

This publication scheme commits Penwortham Girls' High 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 school 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.
- To publish any dataset held by the school that has been requested, and any updated versions it holds, unless the school is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## 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 school.

**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 a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. 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 a 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school	Website	Free
School prospectus	Website	Free
Staffing structure	Hard copy	See Schedule of Charges
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy	See Schedule of Charges
Capital funding	Hard copy	See Schedule of Charges
Financial audit reports	Hard copy	See Schedule of Charges
Details of expenditure items over £5000	Hard copy	See Schedule of Charges
Procurement and contracts	Hard copy	See Schedule of Charges
Pay policy	Hard copy	See Schedule of Charges
Staff allowances and expenses	Hard copy	See Schedule of Charges

Staffing, pay and grading structure.	Hard copy	See Schedule of Charges
Governors' allowances	Hard copy	See Schedule of Charges
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Performance data	Website	Free
The latest Ofsted report	Website	Free
Performance management policy and procedures adopted by the governing body.	Hard copy	See Schedule of Charges
The school's future plans	Hard copy	See Schedule of Charges
Safeguarding and child protection	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy	Website	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings)	Hard copy	See Schedule of Charges
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. School policies and information including:		
Anti-Bullying Policy	Website	Free
Alternative Provision Policy	Website	Free
Assessment & Feedback Policy	Website	Free
Attendance & Punctuality Policy	Website	Free

Behaviour Policy	Website	Free
Charging & Remissions Policy	Website	Free
Co-operative Parental Communication Policy	Website	Free
Complaints Policy	Website	Free
Curriculum Policy	Website	Free
Data Protection Policy	Website	Free
Drugs Policy	Website	Free
Governor Visits Policy	Website	Free
Equality Policy	Website	Free
Health & Safety Policy	Website	Free
Homework Policy	Website	Free
Lettings Policy	Website	Free
Medication in School	Website	Free
Online Safety Policy	Website	Free
Parental Separation Policy	Website	Free
Privacy Notices	Website	Free
Record Management Policy	Hard copy	See Schedule of Charges
CIAG Provide Access Policy	Website	Free
Safeguarding Policy	Website	Free
School Uniform Policy	Website	Free
Sex Education Policy	Website	Free
SEND Policy	Website	Free
Vacancies	Website	Free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website	Free
Disclosure logs	Hard copy	See Schedule of Charges
Asset register	Inspection only	Free
Any information the school is currently legally required to hold in publicly available registers	Hard copy	See Schedule of Charges
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the school



This policy has been agreed by the Governing Body	DATE
Reviewed – Resources	June 2022
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