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# Queen Elizabeth's Girls' School

*Educating Women of the Future*

## Freedom of Information Policy & Publication Scheme

<b>POLICY TITLE:</b>	<b>Freedom of Information Policy &amp; Publication Scheme</b>
<b>STATUS:</b>	<b>Statutory</b>
<b>REVIEWED BY:</b>	<b>Governing Board</b>
<b>DATE REVIEWED:</b>	<b>May 2019</b>
<b>NEXT REVIEW:</b>	<b>May 2020</b>



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1. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
2. This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
3. The scheme commits an authority:
  - a. 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.
  - b. To specify the information which is held by the authority and falls within the classifications below.
  - c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - d. 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.
  - e. To review and update on a regular basis the information the authority makes available under this scheme.
  - f. To produce a schedule of any fees charged for access to information which is made proactively available.
  - g. To make this publication scheme available to the public.
  - h. To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public authority 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.



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## 4. 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.

## 5. The method by which information published under this scheme will be made available

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual



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does not wish to access the information by the website, a public authority 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 an authority 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.

## **6. 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 authority 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.



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## **7. Written requests and the school's obligations under FOIA**

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.

Schools are under a duty to provide advice and assistance to anyone requesting information. The enquirer is entitled to be told whether the school holds the information (the duty to confirm or deny) except where certain exemptions apply.

There are prescribed time limits for responding to requests for information. Requests should be dealt with within 20 days excluding school holidays. Willfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence.

A valid FOI request should be in writing, state the enquirer's name and correspondence address and describe the information requested. Expressions of dissatisfaction should be handled through the school's existing complaints procedure.

### **Procedures for requesting information from the school under the Freedom of Information Act**

Requests for information, which fall under the Freedom of Information Act, must be made in writing to the Headteacher.

The academy will acknowledge receipt of the request as soon as possible detailing any cost involved and will aim to comply with the request within the statutory period (20 working days).

Any delay will be explained in writing to the person making the request.



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## Freedom of Information

### Guide to information available from Queen Elizabeth's Girls' School under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (organisational information, structures, locations and contacts)	Hard copy and/or website
Who's who in the school	Web
Who's who in the governing body	Web
Contact details for the Headteacher and for the governing body	Web
School prospectus	Hard copy or web
School session times and term dates	Web

Information to be published	How the information can be obtained
<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)	Hard copy and/or website
Current and previous financial year as a minimum	
Annual budget plan and financial statements	Web
Procurement and projects	Hard copy
Pay policy	Hard copy

Information to be published	How the information can be obtained
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and/or website
Current information as a minimum	
School profile <ul style="list-style-type: none"> <li>Government supplied performance data (performance tables)</li> <li>The latest Ofsted report</li> </ul>	web



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Teacher appraisal and capability procedures	Hard copy
School future plans	Hard copy

Information to be published	How the information can be obtained
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Hard copy and/or website
Admissions policy	Web
Agendas of meetings of the governing body	Hard copy
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meetings	Hard copy

Information to be published	How the information can be obtained
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy and/or website
School policies including: <ul style="list-style-type: none"> <li>● Admissions statement</li> <li>● Complaints Policy</li> <li>● Provider Access Policy</li> <li>● Public Sector Equality Duty Statement</li> </ul>	Web
Student and curriculum policies, including: <ul style="list-style-type: none"> <li>● 16-19 Bursary Fund Policy</li> <li>● Anti-bullying Policy</li> <li>● Attendance Policy</li> <li>● Behaviour for Learning Policy</li> <li>● Careers Education and Guidance Policy</li> <li>● Child Protection and Safeguarding Policy</li> <li>● Curriculum Policy</li> <li>● Inclusion Policy</li> <li>● RSE Policy</li> </ul>	Web
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>● Data Protection Policy</li> <li>● Data Retention and Deletion Policy</li> </ul>	Web Hard copy



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Information to be published	How the information can be obtained
<b>Class 6 - Lists and registers</b> Current maintained lists and registers only	Hard copy and/or website. Some information may only be available by inspection.

Information to be published	How the information can be obtained
<b>Class 7 - The services we offer</b> (Information about the services we offer) Current information only	Hard copy and/or website
Extra-curricular activities	Web
School newsletters	Web
Services for which the school is entitled to recover a fee, together with those fees	Web