



Walthamstow School For Girls

“Neglect not the gift that is in thee”

Policy Document

Freedom of Information Act Publication Scheme

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I. INTRODUCTION

What the 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
- 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 currently 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's Office (ICO).

2. AIMS OF THE SCHOOL

- To ensure that students achieve the highest academic standards of which they are capable
- To provide a wide range of educational experiences for every student in a school environment that is welcoming, exciting and interesting, as well as academically rewarding
- To provide opportunities for the spiritual and moral development of students
- To promote social responsibility and awareness among students so that they are able to become alert and critical citizens with a strong sense of justice and equality
- To ensure positive acceptance of ethnic diversity and opposition to all forms of racism
- To promote self-esteem among students particularly concerning themselves as women with positive aspirations and confident of equal opportunities both in education and society
- To develop mutually beneficial relationships with parents and the local community
- To afford maximum opportunity for the professional development of all members of staff

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

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 detailed in section 6 of this scheme.

The publication scheme is split into seven classes as follows:

- Class 1 – Who we are and what we do
- Class 2 – What we spend and how we spend it
- Class 3 – What our priorities are and how we are doing
- Class 4 – How we make decisions
- Class 5 – Our policies and procedures
- Class 6 – Lists and registers
- Class 7 – The services we offer

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact Ms Nicola Janes, Administrative Manager. Contact details are set out below.

Email: **info@wsfg.waltham.sch.uk**
 Tel: **020 8509 9446**
 Address: **Walthamstow School for Girls, Church Hill, Walthamstow, London, E17 9RZ**

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

If the information you’re looking for isn’t available via the scheme you can still contact the School Business Manager to ask if we have it.

5. PAYING FOR INFORMATION

Information published on our website is free, although you may incur costs from your Internet Service Provider. If you don’t have Internet access, you can visit our website using a local library or an Internet café. Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos or is for multiple copies, we will let you know the cost before fulfilling your request. Where there is a charge for standard documentation this will be indicated by a £ sign in the description box. (Charges will be based on 5p per copy plus £15.00 per hour for any labour costs incurred plus costs for binding/collating and postage & packing).

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

6.1 Class 1 – Who we are and what we do

Information to be published	How the information can be obtained	Charge
School staff and structure – names of key personnel	Hard Copy	
Governing body – names and contact details of the school Governors and the basis of their appointment	Hard Copy/Website	
Instrument of Government	Hard Copy	
School session times, term dates and holidays	Website/Hard Copy	
Location and contact information – address, telephone number and website	Website/Hard Copy	
Contact details for the Headteacher and the Governing Body	Hard Copy/Website	
School Prospectus	Website/Hard Copy	
Governors Impact Statements	Website/Hard Copy	

6.2 Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Charge
Annual budget plan and financial statements	Hard Copy/Website	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard Copy	
Financial Audit Reports	Hard Copy	
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy	£
Staffing and grading structure	Hard Copy	£
Staff Pay policy	Hard Copy	
Details of expenditure items over £10,000	Hard Copy	
Governors’ allowances	N/A – Governors are not paid allowances at WSFG	

6.3 Class 3 – What our priorities are and how we are doing

Information to be published	How the information can be obtained	Charge
School profile: - School Performance Data - OFSTED report – summary and full report	Website	
School Improvement Plan	Hard Copy/Website	£
Performance Management Policy	Hard Copy	
Safeguarding Policy	Hard Copy/Website	

6.4 Class 4 – How we make decisions

Information to be published	How the information can be obtained	Charge
Local Authority Admissions policy	Website	
Full Governing Body meetings: minutes	Website/ Hard copy	
Governing Body Committee meetings: agendas, papers and minutes	Hard Copy	£

6.5 Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Charge
- Accessibility Plan - Admissions Statement - Attendance Policy - British Values Statement - Careers Education & Guidance - Charging Policy - Complaints Procedure - Countering Harmful and Abusive Behaviour Policy - Data Protection Policy - Freedom of Information Act Publication Scheme - Freedom of Information Policy - Lettings Policy - Positive Behaviour for Learning - Safeguarding Policy - SEN Information Report - SEND Policy - Sex and Healthy Relationships Education Policy - Subject Access Request Procedure - Teaching and Learning Policy	Website/Hard Copy	
- Absences from Work Policy - Adoption Leave - Anti-bullying and Harassment Policy - Assessment and Marking Policy - Best Value Statement - Capability Policy - Communication - Cover Policy - CPD Policy - Disciplinary – School Based Employees - Early Careers Teacher Policy - Educational Visits Policy	Hard Copy	£

• Equality Statement • Employment of Close Relatives • Exams Policy • External Visitors and Visiting Speakers Policy • Flexible Working • Fire Evacuation Guidelines • Fundraising Policy • Governors' Whistleblowing Policy • Grievance Policy • Health and Safety Policy Statement • Home Learning Policy • Literacy Policy • Marking, Assessment and Feedback Policy • Maternity Procedure • Model Financial Regulations • Numeracy Policy • Online Safety Policy • Parent and Carer Code of Conduct • Paternity Procedure • Pay Policy • Performance Development Policy • Positive Handling Policy • Probation procedure – Support Staff • Procedures for dealing with allegations of abuse against staff • Recruitment Policy • Redeployment Policy • Reorganisation and Redundancy Policy • Reward and Achievement Policy • Scheme for Financing Schools • School Support Staff Appraisal Policy • School Teachers' Pay and Conditions Document • Searching Students • Self-Evaluation Policy • Sickness Absence Management – Schools • Staff Code of Conduct • Staff Induction Policy • Staff Wellbeing Policy • Staff Guidance for First Aid • Supporting Students with Medical Conditions • Whole School Food Policy		
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6.6 Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Charge
Curriculum circulars and statutory instruments	Hard Copy	£
Disclosure logs	Hard Copy	
Asset Register	Hard Copy	£

6.7 Class 7 – The services we offer

Information to be published	How the information can be obtained	Charge
Extra-curricular activities	Website/Hard Copy	

Out of hours school clubs	Website/Hard Copy	
School Newsletter	Website/Hard Copy	
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy	
Other school publications	Hard Copy	£

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 please contact Mr Jalil, School Business Manager, via the school office. If you are not satisfied with the assistance that you get or if we have not been able to resolve your query satisfactorily, you can refer your complaint to the Headteacher, Ms. Marriott, via the school office email address of: info@wsfg.waltham.sch.uk.

If 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:

Helpline: **0303 123 1113**
Address: **Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**
Email: **casework@ico.org.uk**
Website: **<https://ico.org.uk>**