



## **Tolworth Girls' School & Sixth Form**

### **Freedom of Information Policy**

#### **Publication Scheme**

**Adopted by F, A & A committee: May 2016**

**Reviewed by F, A & A: October 2018**

**Next Review: October 2020**

1. This is Tolworth Girls' School & Sixth Form (the Academy) Publication Scheme on the information available under the Freedom of Information Act 2000. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner (ICO) and has regard to the ISO Guide to Freedom of Information updated July 2015.
2. This Publication Scheme should be read in conjunction with the Academy's Data Protection policy. Any subject access request will be responded to according to the Data Protection policy.
3. The Governing Body is responsible for the maintenance of this scheme.

#### **Introduction**

4. One of the aims of the Freedom of Information Act 2000 is that public authorities, including all schools, should be clear and proactive about the information they will make public.
5. To do this the Academy must provide a publication scheme setting out:
  - The classes of information which are published or will be published in the future
  - The manner in which the information will be published
  - Whether the information is available free of charge or on payment
6. All information in the publication scheme is either available on the Academy website to download and print off or available in paper form or available to view by appointment.
7. Some information which is held by the Academy may not be made public, for example personal information.

## Classes of information published

8. The classes of information that the Academy undertakes to make available are organised in the following areas:
  - A. **Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance
  - B. **What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
  - C. **What are our priorities and how we are doing:** strategy and performance information, plans, assessment, inspections and reviews
  - D. **How we make decisions:** policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
  - E. **Our policies and procedures:** current written protocols for delivering our functions and responsibilities
  - F. **Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of the authority
  - G. **The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

## How to request information

9. If you require a paper version of any of the documents within the scheme, please contact the Academy in writing by email, fax or letter:

Tolworth Girls' School & Sixth Form  
Fullers Way North  
Surbiton  
Surrey  
KTY6 7LQ

Contact: Mr Matt Perry, Director of Data & Systems, Data Protection Officer  
Email: [matt.perry@tolworthgirlsschool.co.uk](mailto:matt.perry@tolworthgirlsschool.co.uk)

10. If the information you're looking for isn't available via the publication scheme and isn't on our website, you can submit a request to the Academy in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.
11. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please write to the Academy using the contact details provided above. An appointment to view the information will be arranged within a reasonable timescale.
12. 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.

## Paying for information

13. Information published on the Academy website is free. Single copies of information covered by this publication are provided without incurring a fee, although a charge may be made for actual disbursements incurred such as data collection and collation, photocopying, postage and packing. 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.
14. When a hard copy of information that is freely available on the Academy website is requested, a production charge of 20p per page will be made.
15. Postage on any requests for information will be charged at cost based on current 2<sup>nd</sup> class postage rate.
16. Examples of indicative charges as a January 2016 are provided below as a guidance only:

| TYPE OF CHARGE  | DESCRIPTION   | BASIS OF CHARGE                               |
|---|---|---|
| <b>Disbursement cost</b>  | Photocopying/printing @ 2p per sheet (black & white)  | Estimated actual cost incurred by the Academy |
|   | Photocopying/printing @ 6p per sheet (colour)         | Actual cost                                   |
|   | Postage   | Actual cost of Royal Mail standard 2nd class  |
| <b>Hard copies of information freely available on the website</b> | Photocopying/printing @ 20p per sheet (black & white) | Cost + Admin time                             |

## Additional Information

17. There is a significant amount of information on the school website, including the prospectus, copies of letters sent home, policies etc. Please check relevant sections of the website before approaching the school for information.

| Information to be published |   | Where the information can be obtained |
|-----------------------------|---|---------------------------------------|
|                             | <b>Who we are and what we do</b><br><i>Current information only</i> |                                       |
| <b>A.1</b>                  | Academy Funding Agreement (includes Articles of Association)        | Website                               |
| <b>A.2</b>                  | Academy staff and structure   | Website                               |
| <b>A.3</b>                  | Governing body  | Website                               |
| <b>A.4</b>                  | Academy session times, term dates and holidays                      | Website                               |
| <b>A.5</b>                  | Location and contact information                                    | Website                               |

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| A.6 | Contact details for the Headteacher and the Governing Body | Website |
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| <b>B.</b> | <b>What we spend and how we spend it</b>  |  |
| B.1       | Most recent audited Financial Statements<br><i>(Current and previous years of accounts are filed with Companies House).</i>   | Website  |
| B.2       | Capital funding   | Apply in writing   |
| B.3       | Annual budget plan  | Apply in writing   |
| B.4       | Additional funding  | Apply in writing   |
| B.5       | Procurement and contracts   | Apply in writing   |
| B.6       | Staffing structure  | Some information on website,<br>or apply in writing                              |
| B.7       | Pay policy  | Apply in writing   |
| B.8       | Governors' allowances   | Apply in writing   |
| <b>C.</b> | <b>What our priorities are and how we are doing</b><br><i>Current information only</i>  |  |
| C.1       | School profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report - summary and full report</li> </ul>  | Website<br>Website   |
| C.2       | Performance management information  | Apply in writing   |
| C.3       | Academy's future plans - any major proposals on safeguarding and promoting the welfare of children.   | Apply in writing   |
| C.4       | Child protection - policies and procedures on safeguarding and promoting the welfare of children.   | Website  |
| <b>D.</b> | <b>How we make decisions</b><br><i>Current and previous three years</i>   |  |
| D.1       | Admissions policy - arrangements and procedures and right of appeal   | Website  |
| D.2       | Governing body meeting agendas, papers and minutes -<br><br>Information that is properly considered to be private will be excluded.   | Available in hard copy on request.   |
| <b>E.</b> | <b>Our policies and procedures</b><br><i>Current information only</i>   |  |
| E.1       | School policies including: <ul style="list-style-type: none"> <li>Charging and remissions policy</li> <li>Health and Safety and risk assessment</li> <li>Complaints procedure</li> <li>Discipline and grievance policies</li> <li>Pay policy</li> <li>Staffing structure implementation plan</li> </ul> | Website<br><br>Where policies are not available on the website, apply in writing |

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|            | <ul style="list-style-type: none"> <li>Information request handling policy</li> </ul>  |  |
| <b>E.2</b> | <b>Pupil and curriculum policies, including:</b> <ul style="list-style-type: none"> <li>Home-school agreement</li> <li>Curriculum</li> <li>Sex and relationships education</li> <li>Special educational needs</li> <li>Accessibility</li> <li>Collective worship, spiritual and moral development</li> <li>Careers education</li> <li>Student behaviour</li> </ul> | Website<br><br>Where policies are not available on the website, apply in writing |
| <b>E.3</b> | Records management and personal data policies <ul style="list-style-type: none"> <li>Information security</li> <li>Records retention</li> <li>Destruction and archive policies</li> <li>Data Protection policies</li> </ul>  | Website<br><br>Where policies are not available on the website, apply in writing |
| <b>E.4</b> | Equality and diversity<br>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> <li>Policies and procedures for the recruitment of staff, details of vacancies</li> </ul>  | Website<br>Apply in writing  |
| <b>E.5</b> | Charging regimes and policies  | Website  |
| <b>F.</b>  | <b>Lists and Registers</b><br><i>Currently maintained lists and registers only</i>   |  |
| <b>F.1</b> | Curriculum circulars   | Website  |
| <b>F.2</b> | Disclosure logs  | Available for inspection   |
| <b>F.3</b> | Asset register   | Apply in writing   |
| <b>F.4</b> | Company register   | Available for inspection   |
| <b>G.</b>  | <b>The services we offer</b><br><i>Current information only</i>  |  |
| <b>G.1</b> | Extra-curricular activities  | Website  |
| <b>G.2</b> | Out of school clubs  | Website  |
| <b>G.4</b> | Services for which the Academy is entitled to recover a fee, together with those fees  | See charging policy, or apply in writing   |
| <b>G.5</b> | Newsletters  | Website  |