

Parkstone Grammar School



**FREEDOM OF
INFORMATION POLICY**



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This is Parkstone Grammar School's Publication Scheme on information available under the Freedom of Information Act 2000

The governing body is responsible for maintenance of this scheme.

1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all Academies, 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 formation 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 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.

2. AIMS AND OBJECTIVE

The school aims to:

- Enable every student to fulfil their learning potential, with education that meets the needs of each child,
- Help every student develop the skills, knowledge and personal qualities needed for life after work,

and 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 contained in section 6 of this scheme.

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



School Prospectus – information published in the school prospectus.

Governors’ Documents – information published in the Governors Annual Report and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school – information about policies that relate to the school in general.

4. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: enquiries@parkstone.poole.sch.uk

Tel: 01202 605605

Fax: 01202 605606

Contact Address: Freedom of Information Request, Parkstone Grammar School, Sopers Lane, Poole, Dorset BH17 7EP

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 you can still contact the school to ask if we have it.

5. PAYING FOR INFORMATION

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 we will let you know the cost before fulfilling your request.

6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy and/ or website
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website
Governing body – names of the governors and the basis of their appointment	Website
School session times, term dates and holidays	Website
Location and contact information – address, telephone number and website	Website



Contact details for the Headteacher and the Governing Body	Website
School Prospectus	Website
GCSE results – a link to the data on the Department for Education’s website	Website

Information to be published	How the information can be obtained
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>hard copy and/ or website)</p> <p>Website</p>
Annual Financial Report	Website
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. Contained in the finance manual	Hard Copy
Staffing and grading structure	Hard Copy
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard Copy
Details of allowances and expenses that can be claimed or incurred.	Hard Copy

Information to be published	How the information can be obtained
<p>What are priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>hard copy and/ or website)</p>
Government supplied performance data OFSTED report – summary and full report	Website
Appraisal Policy	Hard Copy
School’s future plans – any major proposals on safeguarding and promoting the welfare of children. Development Plan	Website
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website



Information to be published	How the information can be obtained
How we make decisions (Decision making processes and records of decisions)	<i>hard copy and/ or website)</i>
Admissions policy – arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard Copy

Information to be published	How the information can be obtained
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	hard copy and/ or website)
School policies including: Charging and remissions policy Health and Safety and risk assessment Complaints procedure Code of Conduct for School Employees Discipline and grievance policies Pay policy Staffing structure Information request handling policy Staff appointment policies	Website Website Website Hard Copy Website Hard Copy Hard Copy Website Hard Copy
Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special education needs Accessibility Race equality Collective worship Careers education Behaviour Policy	Website Website Website Website Website Website Website Website Website
Records management Records retention Data Protection policies	Website Website Website
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Staff Appointment Policy	Website Website
Charging and Remission Policy	Website



Information to be published	How the information can be obtained
Lists and Registers	hard copy and/ or website; some information may only be available for inspection)
Asset register	Hard Copy

Information to be published	How the information can be obtained
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	hard copy and/ or website; some information may only be available for inspection)
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Leaflets, booklets and newsletters	Website

7. FEEDBACK AND COMPLAINTS

If you require further assistance or wish to make a complaint then initially this should be addressed to:

The Chair of Governors
Parkstone Grammar School
Sopers Lane
Poole
Dorset
BH17 7EP

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
Wyliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or Enquiry/Information Line: 01625 545 700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk