



FREEDOM OF INFORMATION PUBLICATION SCHEME & GUIDE TO INFORMATION AVAILABLE

BACKGROUND INFORMATION

This Publication Scheme & Guide to Information Available should be read in conjunction with the Girls' Learning Trust (GLT) Freedom of Information Policy.

The Information Commissioner's Office has produced a model publication scheme for state-funded schools. The ICO has produced guidance about its model publication scheme in a 'definition document'. That guidance can be found at:

http://www.ico.org.uk/for_organisations/sector_guides/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/definition-document-schools-in-england.pdf

Each academy within the Girls' Learning Trust (GLT) has adopted the model publication scheme and put it on their website.

REVIEW

Last reviewed: August 2017
To be reviewed: August 2020

Policies/publication scheme may be subject to review and revision at any time, notwithstanding that the next review date has not been reached. Review dates are for guidance only; all policies will remain in force until a review has taken place and been formally approved by the Trust and/or its Committee.



WALLINGTON HIGH SCHOOL FOR GIRLS

Guide To The Information Available

Freedom of Information Publication Scheme (ICO Model)

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). Current information only	(website and/or hard copy)
Who's who in the school	Website: www.wallingtongirls.sutton.sch.uk About Us/Heads Welcome About Us/Girls' Learning Trust About Us/WHSG Local Governing Body Contact Us
Who's who on the governing body and the basis of their appointment	Website: www.wallingtongirls.sutton.sch.uk About Us/Girls' Learning Trust/Trust and LGB Structure About Us/WHSG Local Governing Body
Instrument of Government	Website: www.wallingtongirls.sutton.sch.uk About Us/Girls' Learning Trust/Documentation (contains Articles of Association and other relevant documents).
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website: www.wallingtongirls.sutton.sch.uk About Us/Staff List Contact Us
School prospectus	Website: www.wallingtongirls.sutton.sch.uk About Us/Admissions/School Prospectus (contains prospectus for Years 7-11). About Us/Admissions/Sixth Form Admissions/Sixth Form Prospectus
School session times and term dates	Website: www.wallingtongirls.sutton.sch.uk News & Events/Calendar News & Events/Term Dates School Life/Information for Parents/School Day



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Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.	(hard copy and/or website)
Annual budget plan and financial statements	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us</u>/Girls’ Learning Trust/Documentation (contains links to Trustees Report and Financial Statements for last 2 years).</p> <p>Annual Budget Plan not published on the website – available on request only.</p>
Capitalised funding	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us</u>/Girls’ Learning Trust/Documentation (contains links to Trustees Report and Financial Statements with details of capitalised funding).</p>
Additional funding	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us</u>/Girls’ Learning Trust/Documentation (contains links to Trustees Report and Financial Statements with details of additional funding).</p>
Procurement and projects	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us</u>/Girls’ Learning Trust/Documentation (contains links to Trustees Report and Financial Statements with details of major projects and value for money statement).</p>
Pay policy	Pay policies applicable to teaching and support staff are not published externally on the website. Pay policies are published internally to employees – available under FOI on request only.
Staffing and grading structure	As above
Governors’ allowances	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us</u>/Girls’ Learning Trust/Documentation (contains links to Trustees Report and Financial Statements with details of trustees/governors allowances).</p>



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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum.	(hard copy or website)
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Website: www.wallingtongirls.sutton.sch.uk About Us/Ofsted Report/Performance Tables
Performance management policy and procedures adopted by the governing body.	Performance management data are not published externally on the website – available under FOI on request only.
Schools future plans	Trust Annual Development Plan and Wallington Annual Development Plan not published externally on the website – available on request only.
Every Child Matters – policies and procedures	Website: www.wallingtongirls.sutton.sch.uk About Us/Policies (contains GLT Child Protection and Safeguarding Policy and GLT SEN Policy).
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum.	(hard copy or website)
Admissions policy/decisions (not individual admission decisions)	Website: www.wallingtongirls.sutton.sch.uk About Us/Admissions About Us/Policies (publish current year of entry and next year of entry – i.e. two years). Prior years (i.e. previous 3 years) - available on request only.
Agendas of meetings of the governing body and (if held) its sub-committees	We do not publish the agendas of the Trust Board, the Wallington Local Governing Body or any other Committees on our website – available on request.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	We do not publish the minutes of the Trust Board, the Wallington Local Governing Body or any other Committees on our website – available on request. We plan to publish the agendas and minutes of the Trust Board for the 2017-18 academic year.



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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p>	<p>(hard copy or website)</p>
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us/Policies</u></p> <p>Otherwise available under FOI on request</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs (SEN) • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us/Policies</u> <u>Curriculum/</u> <u>School Life/</u></p> <p>Otherwise available under FOI on request</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us/Policies</u> (contains GLT Data Protection Policy)</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>Website: www.wallingtongirls.sutton.sch.uk</p> <p><u>About Us/Policies</u> (contains GLT Charges & Remissions Policy)</p> <p>Otherwise available under FOI on request.</p>



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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Curriculum circulars and statutory instruments	Not applicable as an academy school. Governed by the Funding Agreement with the DfE and ESFA.
Disclosure logs	Disclosure logs are not currently kept.
Asset register	Not published on website – information may be available on request under FOI.
Any information the school is currently legally required to hold in publicly available registers	Website: www.wallingtongirls.sutton.sch.uk <u>About Us</u> /Girls’ Learning Trust/Documentation (includes GLT Register of Interests).
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.	(hard copy or website; some information may only be available by inspection)
Extra-curricular activities	Website: www.wallingtongirls.sutton.sch.uk <u>School Life</u> /Co-Curricular/Enrichment (contains information and programme of activities) <u>School Life</u> /Sport
Out of school clubs	See above
School publications	Website: www.wallingtongirls.sutton.sch.uk <u>News & Events</u> /Headlines <u>News & Events</u> /The Wallington Week <u>News & Events</u> /End of Year Review
Services for which the school is entitled to recover a fee, together with those fees	Website: www.wallingtongirls.sutton.sch.uk <u>About Us</u> /Policies (GLT Charges & Remissions Policy) <u>About Us</u> /Lettings
Leaflets books and newsletters	Website: www.wallingtongirls.sutton.sch.uk <u>News & Events</u> /The Wallington Week
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	
	Not required.



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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.

Any written request shall be made in accordance with the GLT Freedom of Information Policy, clearly marked 'Freedom Of Information Request', and addressed to:

Jennifer Smith
CEO
Girls' Learning Trust
c/o Nonsuch High School for Girls
Ewell Road,
Cheam
Surrey
SM3 8AB

Email: dataprotection@girlslearningtrust.org

SCHEDULE OF CHARGES

The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

*the actual cost incurred by the public authority

If a charge is to be made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.