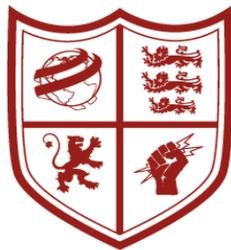




Stretford
Grammar School
Aspirat primo fortuna labori

Freedom of Information Policy

Ratified by Governors : December 2017



Freedom of Information Policy

Date of Review : Annually

Member of staff with overall responsibility: Mr. M. Mullins

Governing Body Sub-Committee with reviewing responsibility: Finance and Personnel

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 (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; and
- 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 available in paper form. Some information which we hold may not be made public, for example personal information.

2. Key Aims

The school aims to:

- To provide a broad and balance curriculum which provides pupils with the skills, knowledge and understanding and experience relevant to their future roles in society
- To develop self discipline and good study habits
- To realise the potential of all individuals
- To foster an ethos which is encouraging, caring and considerate of others and their feelings
- To promote respect for the environment and property of others
- To further partnerships between home, the community and school
- To promote equality of opportunity in all aspects of school life 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 the main body of this scheme. The classes of information that we undertake to make available are organised into seven 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 and 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: admin@stretfordgrammar.com

Tel: 0161 865 2293

Fax: 0161 866 9983

Contact Address: Granby Road, Stretford, Manchester, M32 8JB

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST” (in CAPITALS please)

If the information you’re looking for isn’t 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. Where there is a charge this will be indicated by a £ sign in the description box. An item is a self contained document. When information is requested, the School will take account of the costs of locating and retrieving the data if it is not readily accessible/and/or if the request necessitates extracting and collating information from other documents and sources. If that is the case, staff costs will be calculated at a rate of £25.00 per hour. Before commencing the process, the applicant will be informed about the anticipated costs. The information will be provided once the fee has been received.

Freedom of Information

Guide to Information available from Stretford Grammar School under the model publication scheme.

School Prospectus – Information published in the school prospectus.

| Class | Description |
|--------------------------|---|
| School Prospectus | <ul style="list-style-type: none">• The name, address and telephone number of the school• The names of the headteacher and chair of governors• Information on the school admissions policy• Organisation of the school curriculum• A statement of the school's ethos and values• Details of any affiliations, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils.• Information about the school's policy on providing for pupils with special educational needs• National Curriculum assessment results for the appropriate Key Stages, with national summary figures.• A summary of GCSE/GNVQ/GCE A/AS level results in the school and nationally• The destinations of school leavers• The arrangements for visits to the school by prospective parents• The number of places available for pupils of normal age of entry in the preceding school year |

Governors' Documents – Information published in the Governors Annual Report and in other governing body documents.

| Class | Description |
|----------------------------------|--|
| Instruments of Government | <ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than three years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect |
| Minutes¹ | <ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees (Current and last full academic school year) |

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

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| Class | |
| Anti Bullying Policy | Statement of general principles |
| Attendance Policy | Statement of general principles, procedures and types of absence. |
| Behaviour Policy | Statement of general principles |
| Child Protection Policy | Statement of policy for safeguarding and promoting welfare of pupils at the school |
| Collective Worship | Statement of arrangements for the required daily act of collective worship |
| Curriculum | Statement on the policy for secular curriculum subjects and religious education and schemes of work and syllabuses currently used by school. |
| Drugs Policy | Statement of policy on Drugs Education and procedures for dealing with problems |
| E-Safety Policy | Statement of policy providing advice on safe access and usage of the internet and electronic devices |
| Gifted and Talented Policy | Statement of policy on definition and identification |
| Home/School Agreement | Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its students, for example homework arrangement |
| Information Advice and Guidance | Statement of the programme of IAG |
| Internet Use Policy | Statement of policy for using the school internet |
| School Trips and Visits Policy | Procedures for staff when organising and running trips and visits |

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| Sex Education Policy | Statement of policy with regard to sex and relationships |
| Single Equality Policy | Incorporating, Race, religion, gender and disability |
| Special Educational Needs Policy | Information on the school's policy on providing |
| Teaching and Learning Policy | Statement of principles and practice for staff |

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

| Class | Description £ |
|--|---|
| Admissions Policy | <ul style="list-style-type: none"> • Statement of policy on admission of internal and external students |
| Charging and Remissions policy | <ul style="list-style-type: none"> • A statement of the school's policy with respect to charges and remissions for any optional extra for which charges are permitted, for example school publications, music tuitions, trips. |
| Complaints Procedure | <ul style="list-style-type: none"> • Statement of procedures for dealing with complaints. |
| Critical Incident Policy | <ul style="list-style-type: none"> • Statement of policy on handling critical incidents in and out of school |
| Curriculum | <ul style="list-style-type: none"> • Any statutory instruments, departmental circulars and administrative memoranda sent by the DfE to the headteacher or governing body relating to the curriculum (£). |
| Health and Safety Policy | <ul style="list-style-type: none"> • Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy. |
| Medical Conditions Policy | <ul style="list-style-type: none"> • Statement of policy regarding the recording of medical conditions, the administering of medicines and advice and guidance for children displaying symptoms of medical conditions |
| Pay Policy | <ul style="list-style-type: none"> • Statement of policy on Pay and Conditions |
| Performance Management of Staff | <ul style="list-style-type: none"> • Statement of procedures adopted by the governing body relating to the performance management of staff and the annual reporting of the headteacher on these procedures. |

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| Published reports of Ofsted relating to the school | <ul style="list-style-type: none"> Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character. |
| School Development Plan | <ul style="list-style-type: none"> Annual plan for school improvement |
| School session times and term dates | <ul style="list-style-type: none"> Details of school sessions and date of school terms and holidays. |
| Staff Appointments Policy | <ul style="list-style-type: none"> Statement of policy on teaching appointments |
| Staff Conduct, Discipline and Grievance | <ul style="list-style-type: none"> Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance. |

6. 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 or wish to make a complaint then initially this should be addressed to THE HEADTEACHER. 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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website: www.informationcommissioner.gov.uk

Policy History

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| Date of Policy | September 2011 | Date of Approval by Governors Sub Committee | 9 November 2011 | Date of Approval by Full Governing Body | pending 14 December 2011 |
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| Review Process | | | | | | |
|-----------------------|-----------------------|---|---|---|--|--|
| Review Number | Date of Review | Review by Staff Member Responsible | Issued to All School Staff for Comment | Reviewed by Senior Leadership Team | Reviewed by Governors Sub Committee | Approval by Full Governing Body |
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