

Langley Grammar School Publication Scheme

(Freedom of Information Act 2000)



1. Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner.

This publication scheme commits the school to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the school makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

- Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.
- Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the school.
- The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, exempt under the Freedom of Information Act, or otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The school will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the school, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the school is legally required to translate any information, it will do so.

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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where:

- they are legally authorised
- they are in all the circumstances, including the general principles of the right of access to information held by the school, justified, and
- are in accordance with a published schedule or schedules of fees which is readily available to the public

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.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing to the School Business Manager at the School Office, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

2. Guide to information produced by Langley Grammar School under the Model Publication Scheme

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts) <i>Current information only</i>	
Academy Funding Agreement	Contact School Business Manager via school office
Academy staff and structure	Contact School Business Manager via school office
Governing Body	School website, Clerk to Governors
School session times, term dates and holidays	School website
Location and contact information – address, telephone number and website	School website http://www.lgs.slough.sch.uk
Contact details for the Head teacher and the Governing Body	School website, school office, Clerk to Governors
GCSE results	School website, DfE website
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>	
Annual budget plan and financial statements	Contact School Business Manager via school office
Capital funding	
Additional funding	
Procurement and projects	
Staffing and grading structure	
Pay Policy	
Governors' allowances	
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information as a minimum</i>	
Government supplied performance data	Available online at http://www.education.gov.uk/schools/performance
The latest Ofsted report	Available online at www.ofsted.gov.uk and via school website
Performance management information	Contact School Business Manager via school office

Information to be published	How the information can be obtained
Academy's future plans	Contact School Business Manager via school office
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Contact School Business Manager via school office
How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>	
Admissions policy, arrangements and procedures and right of appeal	School website, contact School Business Manager via school office
Governing body meeting agendas, papers and minutes– information that is properly considered to be private should be excluded.	Contact Clerk to Governors via school office
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	
Academy policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay Policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	Contact School Business Manager via school office. Certain policies will also be published on the school website
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	Contact School Business Manager via school office. Certain policies will also be published on the school website
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention and destruction and archive policies • Data protection (including information sharing policies) 	Contact School Business Manager via school office

Information to be published	How the information can be obtained
Charging regimes and policies 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	Contact School Business Manager via school office
Lists and Registers <i>Currently maintained lists and registers only</i>	
Curriculum circulars and statutory instruments	Contact School Business Manager via school office
Disclosure logs	Contact School Business Manager via school office
Asset register	Contact School Business Manager via school office
Any information the academy is currently legally required to hold in publicly available registers	Contact School Business Manager via school office
The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses <i>Current information only</i>	
Extra-curricular activities – lunchtime and after school	Contact School office
Out of school clubs	Contact School office
School publications	School website
Services for which the Academy is entitled to recover a fee, together with those fees	Contact School Business Manager via school office
Leaflets, books and newsletters	School website

Schedule of charges

This describes how the charges have been arrived at.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 50p 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 school