

STEYNING GRAMMAR SCHOOL

FREEDOM OF INFORMATION PUBLICATION SCHEME

ADOPTED BY BUSINESS COMMITTEE – 21 NOVEMBER 2012

REVIEWED – OCTOBER 2014

REVIEWED – OCTOBER 2016

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 either available for you on our website to download and print off or 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. Obligations and Duties

The school recognises its duty to:

- Provide advice and assistance to anyone requesting information. We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests in writing so that they can be handled under the Act.
- Tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold.

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 three broad topic areas:

School Prospectus - information published in the school prospectus.

Governors' Documents - information on the Instrument of Governance and calendars and in other governing body documents.

School Policies and other documents - information about policies that relate to pupils and the school curriculum and that relate to the school in general.

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: sgs@sgs.uk.net

Tel: **01903 814555**

Fax: **01903 879146**

Contact Address: **Upper School, Shooting Field, Steyning, West Sussex, BN44 3RX**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**"

If the information you're looking for isn't available via the Scheme [**and isn't on our website**], you can still contact the school in writing to ask if we have it. We will let you know within 20 working days. If the cost of completing the report is over £450 we may refuse to undertake the request. If we are not able to release information we will tell you why and what you can do if you don't agree with our decision.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free. 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

Class	Description
School Prospectus	Information on the school

Class	Description
Governors Documents	Information on the Instrument of Governance and calendars other governing body documents including; Agendas, Minutes and related papers.

Class	Description
School Policies	Statutory School Policies and other recommended/voluntary procedures/documents are available either on our school website www.sgs.uk.net or by request from the School Office.

7. 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 Mrs D Tuesley, Clerk to the Governors, at Steyning Grammar School.

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
Enquiry/Information Line: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

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

Website : www.ico.gov.uk