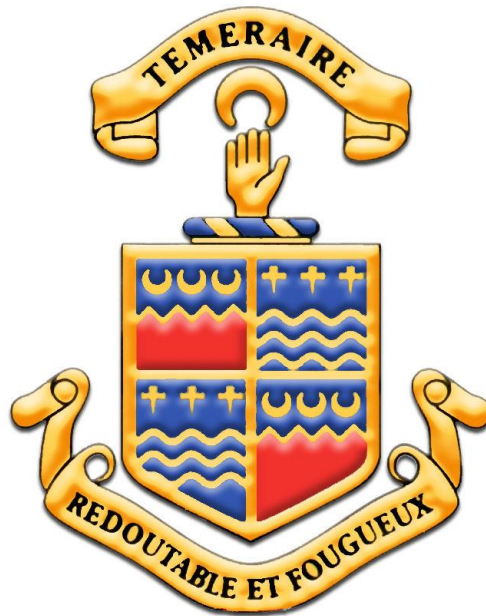


# THE HARVEY GRAMMAR SCHOOL



## Freedom of Information Publication Scheme

Approved July 2015

## Safeguarding Statement

At The Harvey Grammar School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Harvey Grammar School. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our students by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Introduction

This publication scheme commits The Harvey Grammar 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 Harvey Grammar School.

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.
- specify the information which is held by the school and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the school makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- 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 authority.

### **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, or exempt under the Freedom of Information Act, or is 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 Harvey Grammar 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 our 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, we 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 a 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 Harvey Grammar School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our 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 public authorities, 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 the school 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.

## Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact The Harvey Grammar School by telephone, email or by letter. All requests should be directed to the Director of School Support at [enquiries@harveygs.kent.sch.uk](mailto:enquiries@harveygs.kent.sch.uk) or telephone **01303 252131**.

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 (and is not on our website), you can still contact the school to ask if we have it.

## Freedom of Information Guide to information available from The Harvey Grammar School under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b> This will be current information only	(hard copy and/or website)	Nil
Academy Funding Agreement – a link to the document on the Department for Education’s website	By request	Nil
Academy Order (if applicable)	By request	Nil
School staff and structure – names of key personnel	On the website	Nil
Governing Body – names and contact details of the Governors and the basis of their appointment	On the website	Nil
School session times, term dates and holidays	On the website	Nil
Location and contact information – address, telephone number and website	On the website	Nil
Contact details for the Headteacher and the Governing Body	On the website	Nil
School Prospectus	On the website	Nil
GCSE results – a link to the data on the Department for Education’s website	On the website	Nil

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b>            (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>	(hard copy and/or website)	Nil
Annual budget plan and financial statements	Financial statements on the website. Other budget plans by request.	Nil
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	By request	According to FOI policy
Additional funding – Income generation schemes and other sources of funding.	By request	According to FOI policy
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.	By request	According to FOI policy
Staffing and grading structure	By request	According to FOI policy
Pay policy – a statement of the school’s policy on procedures regarding teachers’ pay.	By request	According to FOI policy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	By request	According to FOI policy

Information to be published	How the information can be obtained	Charge
<p><b>What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information should be published.</p>	(hard copy and/or website) On the website and by request	According to FOI policy
School profile Government supplied performance data OFSTED report – summary and full report	On the website	Nil
Performance management information	By request	According to FOI policy
School’s future plans – any major proposals on safeguarding and promoting the welfare of children.	By request	According to FOI policy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	On the website	Nil

Information to be published	How the information can be obtained	Charge
<p><b>How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy and/or website)</p> <p>By request</p>	<p>According to FOI policy</p>
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>	<p>On the website</p>	<p>Nil</p>
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>On request</p>	<p>According to FOI policy</p>



Information to be published	How the information can be obtained	Charge
<p><b>Our Policies and Procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	hard copy and/or website	Nil
<p>School's policies including:</p> <ul style="list-style-type: none"> <li>• Charging</li> <li>• Health and Safety</li> <li>• Equal Opportunities</li> <li>• Complaints procedure</li> <li>• Staff Disciplinary and Capability</li> <li>• Fairness at Work (Grievance and Harassment)</li> <li>• Teacher Pay</li> <li>• Teacher Appraisal</li> <li>• Freedom of Information Publication Scheme</li> <li>• Recruitment and Selection</li> <li>• Governor Visits and Allowances</li> <li>• Smoking</li> <li>• Lone Working</li> <li>• Confidentiality</li> <li>• Finance</li> <li>• Whistle Blowing</li> <li>• Redundancy</li> <li>• Absence Management</li> </ul>	On the website and by request	Nil
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Sex and Relationships Education</li> <li>• Special Education Needs</li> <li>• Supporting Pupils with Medical Conditions</li> <li>• Accessibility</li> <li>• Admissions</li> <li>• Careers Education and Guidance</li> <li>• Behaviour (including use of reasonable force)</li> </ul>	On the website and/or by request	Nil

<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Child Protection policy for managing allegations against staff</li> <li>• School policy for the Education of Looked After Children</li> <li>• Assessment Recording and Reporting</li> <li>• Educational Visits</li> <li>• E-Safety</li> <li>• Anti-Bullying</li> <li>• Drugs Education and Drug Misuse</li> <li>• Attendance</li> </ul>		
<p>Records management and personal data procedures:</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive procedures</li> <li>• Data Protection policies</li> </ul>	On the website and/or by request	According to FOI policy
<p>Equality and Diversity: (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	<p>Equal Opportunities Policy and Equality Objectives are on the website</p> <p>Other information by request</p>	According to FOI policy
<p>Charging Regimes and Policies: This should include details of any statutory charging regimes. Charging policies should include details of 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>	Charging Policy on the website	Nil

Information to be published	How the information can be obtained	Charge
<b>Lists and Registers</b> Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	Nil
Curriculum circulars and statutory instruments	By request	According to FOI policy
Disclosure logs	By request	According to FOI policy
Asset register	By request	According to FOI policy
Any information the school is currently legally required to hold in publicly available registers	By request	According to FOI policy

Information to be published	How the information can be obtained	Charge
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	Nil
Extra-curricular activities	By request	Nil
Out of school clubs	By request	Nil
School's publications	On the website and occasional hard copy to parents/carers	Nil
Services for which the School is entitled to recover a fee, together with those fees	Charging Policy on the school website	Nil
Leaflets, booklets and newsletters	On the website	Nil