

## Freedom of Information

### Guide to information available from Tunbridge Wells Girls' Grammar School under the model publication scheme

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who in the school</p>	<p>Website/ Hard copy</p>	<p>* Cost of photo copying</p>
<p>Who's who on the governing body / board of governors and the basis of their appointment</p>	<p>Website</p>	
<p>Instrument of Government / Articles of Association</p>	<p>Website</p>	

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website Contact School	
School prospectus (if any)	Website	
Staffing structure	Hard copy	* Cost of photo copying
School session times and term dates	Website	
Address of school and contact details, including email address.	Website	

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<p><b>Class 2 – 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>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	Hard copy	* Cost of photo copying
Capital funding	Hard copy	* Cost of photo copying
Financial audit reports	Hard copy	* Cost of photo copying
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	* Cost of photo copying
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has	Hard copy	* Cost of photo copying

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done so on its behalf (for example, a local authority or diocese).		
Pay policy	Website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	* Cost of photo copying
Staffing, pay and grading structure.	Website (appendix within Pay Policy) Hard copy	* Cost of photo copying
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	* Cost of photo copying
<b>Class 3 – What our priorities are and how we</b>		

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<p><b>are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p>Website</p> <p>Website</p>	

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Performance appraisal policy and procedures adopted by the governing body.	Website	
Performance data or a direct link to it	Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website	
Safeguarding and child protection	Website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) –	Website (current/	* Cost of photo

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where applicable	future) Hard copy (previous years)	copying
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.</p>		

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><a href="http://www.irms.org.uk/resources/information-guides/199-rm-toolkit-for-school">http://www.irms.org.uk/resources/information-guides/199-rm-toolkit-for-school</a></p> <p>Website</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>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website</p>	

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>* Cost of photo copying</p>
<p>Asset register</p>	<p>Inspection</p>	
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Inspection</p>	
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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Extra-curricular activities	Hard copy	* Cost of photo copying
Out of school clubs	Hard copy	* Cost of photo copying
Services for which the school is entitled to recover a fee, together with those fees	Website	
School publications, leaflets, books and newsletters	Website	

## **SCHEDULE OF CHARGES**

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**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	* Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	* Photocopying/printing @ 4p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	The cost limit for	In accordance with the relevant

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	complying with a request, or a linked series of requests from the same person or group is £450.,	legislation (section 12 of the FOIA)
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\* the actual cost incurred by the public authority