



# ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

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## Freedom of Information Policy

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	Position/Committee	Date
Prepared by	Business and Finance Director	March 2014
Approved by Chair of Committee	Resources	March 2014
To be Reviewed	Resources	Summer 2017



# Ilkley Grammar School's Publication Scheme on information available under the Freedom of Information Act 2000

*The Board of Governors is responsible for enforcing adherence to this legislation.*

## **I. Introduction: What a publication scheme is and why it has been developed**

This publication scheme commits Ilkley 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 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 which is held by the authority and falls within the classification below.
- To review and update on a regular basis the information made available under this scheme.
- To produce a schedule of any fees charged for access to information which is made available.
- To make this publication scheme available to the public.

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 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 currently 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. Mission and Aims**

Mission: "Sapientia et Statura Proficiamus"  
Growing in wisdom and stature: achieving your personal best.

Ilkley Grammar School takes seriously the challenge and support essential if every child is to enjoy and achieve, whatever their individual talent and aspirations. Whilst retaining traditional values we seek, through partnership, to develop creativity, innovation and improvement at the heart of our learning community.

Aim: Our vision is to be an outstanding learning community.

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 section 6 of this scheme.

The classes of information that we undertake to make available are organised into four 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.

*Students & Curriculum* – information about policies that relate to students 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. The school is currently developing its website and if the information you seek is available via this route you will be advised accordingly.

**Email:** [admin@ilkleygs.ngfl.ac.uk](mailto:admin@ilkleygs.ngfl.ac.uk)

**Tel:** 01943 608424

**Fax:** 01943 601285

**Contact Address:** Ilkley Grammar School, Cowpasture Road, Ilkley, LS29 8TR

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

A copy of the school prospectus is available free of charge. However, if your request for other information 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

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the school, and the type of school</li> <li>• the names of the head teacher and chair of governors</li> <li>• information on the school policy on admissions</li> <li>• a statement of the school's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those students</li> <li>• information about the school's policy on providing for students with special educational needs</li> <li>• number of students on roll and rates of students' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• GCSE/GNVQ results in the school, locally and nationally</li> <li>• a summary of GCE A/AS level results in the school and nationally</li> <li>• the number of students studying for and percentage achieving other vocational qualifications</li> <li>• the destinations of school leavers<sup>1</sup></li> <li>• the arrangements for visits to the school by prospective parents</li> <li>• the number of places for students of normal age of entry in the preceding school year and the number of written applications / preferences expressed for those places</li> </ul>

**Information relating to the board of governors** – this section sets out information published in board of governors' documents.

<b>Instrument of Government</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the board of governors</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes<sup>2</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the board of governors and its committees [ <i>current and last full academic school year</i> ]

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

<sup>2</sup>

**Students & Curriculum Policies** - This section gives access to information about policies that relate to students and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement  <b>NB This is included in each student's planner.</b>	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 arrangements
Learning & Teaching Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
PSHCE Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Equality & Diversity Policy	Statement of policy for promoting race equality
Child Protection and Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of students at the school.
Personal Best	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	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
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy	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
Complaints procedure	Statement of procedures for dealing with complaints
Appraisal of Staff Policy	Statement of procedures adopted by the board of governors relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Complaints/ Grievance Policy and Procedure	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

## 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 **Gillian James (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](mailto:publications@ic-foi.demon.co.uk).**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**