

**This is Hitchin Girls' School Publication Scheme  
on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

## **1. Introduction: what a publication scheme is and why it has been developed**

Hitchin Girls' School is committed to the Freedom of Information Act 2000, which came into force on 1 January 2005 and which includes Academies by the Academies Act 2010, with effect from 1 January 2011. 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 should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect schools and academies to provide in order to meet their commitments under the model publication scheme.

To do this we have produced 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 ICO would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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 latest model scheme for academies approved by the Information Commissioner.

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

## **2. 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.

Email: [admin@hgs.herts.sch.uk](mailto:admin@hgs.herts.sch.uk)

Tel: 01462 621300

Fax: 01462 621301

Contact Address: Hitchin Girls' School, Highbury Road, Hitchin, Herts. SG4 9RS

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, and isn't on our website, you can still contact the school to ask if we have it.

### **3. 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 unless stated otherwise in the Publication scheme. Where there is a charge this will be indicated by a £ sign in the charge and will be for photocopying and postage. For other requests, we may charge a fee in respect of the following costs:

- in determining whether the school holds information of the description specified in the request
- in locating and retrieving the information and in meeting the applicant's preference for communicating the information
- the cost of associated staff time. But it does not include the cost of staff time incurred in determining whether the Academy is obliged to comply with the request for information
- informing the applicant whether you hold information of the description specified in the request
- communicating the information to the applicant

We will let you know the cost before fulfilling your request.

### **4. 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 the Headteacher, Hitchin Girls' School, Highbury Road, Hitchin, Herts. SG4 9RS.

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.ico.gov.uk](http://www.ico.gov.uk)**

Version 3.1

Date: January 2015

Governing Body approval: 10 March 2015

## Freedom of Information

### Guide to information available from Hitchin Girls' 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> <b>(Organisational information, structures, locations and contacts)</b> This will be current information only	(Hard copy and/ or website)	
Academy Funding Agreement	Available on the school website and Department for Education website	
School staff and structure – names of key personnel	Available on the school website	
Governing body – names and contact details of the governors and the basis of their appointment	Governing body membership available on the school website	
School session times, term dates and holidays	Available on the school website	
Location and contact information – address, telephone number and website	Available on the school website	
Contact details for the Headteacher and the Governing Body	Available on the school website	
School Prospectus	Available on the school website	
GCSE results	Available on the school website	
<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) A minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).	(hard copy and/ or website)	
Annual budget plan and financial statements	As submitted to the DfE, available on application to the school	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Statutory accounts, available from the school and on the school website	
Additional funding – Income generation schemes and other sources of funding.	Statutory accounts, available from the school and on the school website	
Procurement and contracts – details of procedures used for the acquisition of goods and services.	Available on application to the school	
Staffing and grading structure	Available on application to the school	
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Available on application to the school	
Governors' allowances – Details of allowances and expenses that can be claimed	Available on application to the school	

or incurred.		
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) This will be current information only.	(hard copy and/ or website)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Available from the DirectGov website <a href="http://www.direct.gov.uk/en/Parents/SchoolsLearninganddevelopment/ChoosingASchool/DG_10038420">www.direct.gov.uk/en/Parents/SchoolsLearninganddevelopment/ChoosingASchool/DG_10038420</a>	
Performance management information	Available on application to the school	£
Academy's future plans	Available on application to the school	£
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Available on application to the school	
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/ or website)	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessments</li> <li>• Complaints procedure</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> </ul>	Available from:- <ul style="list-style-type: none"> <li>• School website and the school</li> <li>• The school</li> <li>• School website and the school</li> <li>• The school</li> <li>• The school</li> <li>• The school</li> <li>• School website and the school</li> </ul>	£
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special Educational Needs and Disabilities</li> <li>• Accessibility</li> <li>• Race equality</li> </ul>	Available from:- <ul style="list-style-type: none"> <li>• School website and the school</li> <li>• School website and the school</li> <li>• The school</li> <li>• School website and the school</li> <li>• The school</li> <li>• School website</li> </ul>	£

<ul style="list-style-type: none"> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<ul style="list-style-type: none"> <li>• The school</li> <li>• School website and the school</li> <li>• The school</li> </ul>	
Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	Available from:- <ul style="list-style-type: none"> <li>• The school</li> <li>• The school</li> <li>• The school</li> <li>• School website and the school</li> </ul>	£
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities). Policies and procedures for the recruitment of staff	Available on application to the school	£
<b>Lists and Registers</b> Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
FOI Disclosure logs	Available on application to the school	£
Asset values	Available in Statutory Accounts	
Any information the Academy is currently legally required to hold in publicly available registers	Available on application to the school	£
<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)	
Extra-curricular activities	Available on the school website & in the prospectus	
School publications	Available on the school website	
Leaflets, booklets and newsletters	Available on the school website and from the school.	

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (A4) and 4p per sheet (A3) -black & white	Actual cost *
	Photocopying/printing @7p per sheet (A4) and 9p per sheet (A3) – colour	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Preparation time - £20 per hour (no charge if less than 15 minutes)	Actual time taken to produce information if in excess of 15 minutes.

\* the actual cost incurred by the school