



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Freedom of Information Policy

Governing Body Policy

2023-2024

History Log

Last Revised	Revised By	Ratified By Governors	Next Review Date	Time Scale
October 2019	Anne Swift	16 th October 2019	October 2019	Annually
August 2020	Anne Swift	27th November 2020	October 2021	Annually
September 2021	Anne Swift	17th November 2021	October 2022	Annually
August 2022	Anne Swift	23rd November 2022	October 2023	Annually
August 2023	Anne Swift	22nd November 2023	October 2024	Annually

Contact: Mrs A Swift, School Business Manager

A forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls Model Publication Scheme

Overview

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. This publication scheme commits us to make information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

In line with the scheme, we are committed:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by us and falls within the classifications below.
- To specify the information which is held by us and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information we make available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by us that has been requested, and any updated versions we hold, unless we are satisfied that it is not appropriate to do so.
- To publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and we are the only owner, to make the information available for re-use under a specified licence.

The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of that Act.

Classes of information

Classes of information we publish:

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

We indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within our capability, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by our 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 we are legally required to translate any information, we 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 we make 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 us 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 will 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 we are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by us, justified and are in accordance with this published schedule or schedules of fees.

Charges will also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

When requests do not need to be met

A requester may ask for any information that is held by a public authority. However, this does not mean the school is always obliged to provide the information. In some cases, there will be a good reason why the school should not make public some or all of the information requested.

The school can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow an institution to withhold information from a requester. In some cases it will allow the institution to refuse to confirm or deny whether you hold information.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely to arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

When can the school refuse a request on the grounds of cost?

The Act recognises that freedom of information requests are not the only demand on the resources of a public authority. They should not be allowed to cause a drain on the school's time, energy and finances to the extent that they negatively affect its normal public functions.

Currently, the cost limit for complying with a request or a linked series of requests from the same person or group is set at £600 for central government, Parliament and the armed forces and £450 for all other public authorities. The school can refuse a request if it estimates that the cost of compliance would exceed this limit. This provision is found at section 12 of the Act.

The school can refuse a request if deciding whether it holds the information would mean it exceeds the cost limit, for example, because it would require an extensive search in a number of locations. Otherwise, the school should say whether it holds the information, even if it cannot provide the information itself under the cost ceiling.

When calculating the costs of complying, the school can aggregate (total) the costs of all related requests it receives within 60 working days from the same person or from people who seem to be working together.

Written requests

Information held by us 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 by contacting:

The Clerk to Governors
Maidstone Grammar School for Girls
Buckland Road
Maidstone
ME16 0SF

Freedom of Information

Guide to information available from MGGS under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website) School Website	
Who's who in the school	Hard Copy	5p per sheet
Who's who on the governing body and the basis of their appointment	Website	Free
Instrument of Government	Hard Copy	5p per sheet
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School Website	Free
School prospectus	School Website	Free
Staffing structure	Hard Copy	5p per sheet
School session times and term dates	School Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual budget plan and financial statements	Hard Copy	5p per sheet
Capitalised funding	Hard Copy	5p per sheet
Additional funding	Hard copy	5p per sheet
Procurement and projects	Hard Copy	5p per sheet
Pay policy	Hard Copy	5p per sheet
Staffing and grading structure	Hard Copy	5p per sheet
Governors' allowances	Hard Copy	5p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	
<ul style="list-style-type: none"> ● Government supplied performance data ● The latest Ofsted report - Summary - Full report	School Prospectus and School Website	Free
Appraisal policy and procedures adopted by the governing body.	Hard Copy	5p per sheet
School's future plans	Hard Copy	5p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	School Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard Copy	5p per sheet

Class 5 – Our policies and procedures will be charged at 5p per page

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only Policies

including:

- Absence Management
- Accessibility Plan
- SEN
- Allegations against staff;
- Anti-Bullying Policy and Procedures
- Appraisal
- Assemblies
- Assessment
- Attendance
- Behaviour Management Policy
- Bring Your Own Device
- Capability of Staff
- Careers Education - CEIAG
- Charging and Remission
- Child Protection
- Communications
- Complaints Procedure
- Confidentiality
- Core Values/Core purpose
- CPD

- Curriculum
- Data Protection
- Directed Time
- Disciplinary, Conduct and Grievance Policy for Employees
- Drug education and incidents
- Early & Potential School Closure
- ECT Induction
- Emergency Plan
- Equality Statement
- Exams- including Appeals procedure for NEAs and coursework
- Fairness at Work Policy (Grievance, Harassment and Bullying)
- Finance Procedures
- Gifted and Talented
- Governors Expenses
- Governors Minutes and Papers
- Governors Visits
- Governors Code of Conduct
- Health and Safety
- Home/School Agreement
- Homework
- ICT and Internet
- Instrument of Government
- Learning and Thinking
- Lettings
- Lone Working
- Mental health awareness
- Offline Information
- Online Safety
- Pay Policy (including Early Retirement and Pension)
- Personal, Social, Health and Citizenship - PSHE (including sex education)
- Premises Management Procedures
- Redundancy
- Remote learning expectations
- Safer Recruitment
- School Uniform
- Sex Education
- Staff code of conduct
- Supporting Students with Medical Needs
- Teaching
- Trips And Visits
- Uniform
- Visiting speakers
- Whistleblowing

Class 6 – Lists and Registers will be charged at 5p per page

Currently maintained lists and registers only

Curriculum circulars and statutory instruments Disclosure logs 3 Asset register

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
School publications/Newsletter	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	As required	TBC
Leaflets books and newsletters	Hard Copy	5p per page
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above	Hard Copy	5p per page

Any information the school is currently legally required to hold in publicly available registers (This Does Not Include The Attendance Register).

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 2.5p per sheet (black & white)+ cost of toner + maintenance	Actual cost 5p
	Photocopying/printing @ 10p per sheet (colour) + cost of toner + maintenance	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	When applicable	In accordance with the relevant legislation (quote the actual statute)
Other	Administrative Costs	These are included in the cost per sheet or pack

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