

ST GEORGE'S
SCHOOL



**St George's School
Harpenden Academy Trust
Freedom of Information Act 2000
Publication Scheme**

1 AIMS

St George's School, Harpenden Academy Trust (the 'School') is committed to the Freedom of Information Act 2000 (FOIA), which includes academies through the Academies Act 2010.

2 FREEDOM OF INFORMATION ACT 2000

This publication scheme commits an authority 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, including environmental information, which is held by the School and falls within the classifications in Appendix 1;
- To specify the information which is held by the School and falls within the classifications in Appendix 1;
- 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 the School makes available under this scheme;
- To produce a schedule of any fees (Appendix 2) 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 the School that has been requested, and any updated versions it holds, unless the School is 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 the public authority is 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.

3 THE CLASSES OF INFORMATION (APPENDIX 1) 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.

4 THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The School has indicated what information is covered by this scheme and how it can be obtained in Appendix 1.

Where it is within the capability of the School, information will be provided on the website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the School has detailed in Appendix 1 how information can be obtained by other means and will 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 an authority 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.

5 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 School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a 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 (Appendix 2).

Charges may 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

Further information is provided in Appendix 2.

6 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 FOIA.

7 PROCEDURE

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at www.stgeorges.herts.sch.uk

Email: admin@stgeorges.herts.sch.uk

Tel: 01582 765477

Contact Address: St George's School, Sun Lane, Harpenden, Hertfordshire, AL15 4TD

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

In exceptional circumstances, some information may only be available by viewing in person. An appointment to view would be arranged within a reasonable timescale.

8 RESPONSIBILITIES

The Governing Body has delegated the day to day responsibility for compliance with FOIA to the Business & Finance Director. The Freedom of Information Act 2000 Publication Scheme will be reviewed biennially by the Finance & General Purposes Committee.

9 FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the Publication Scheme. If you want to make any comments about this, or if you require further assistance or wish to make a complaint then initially this should be addressed to the Business & Finance Director, St George's School, Sun Lane, Harpenden, Hertfordshire, AL5 4TD.

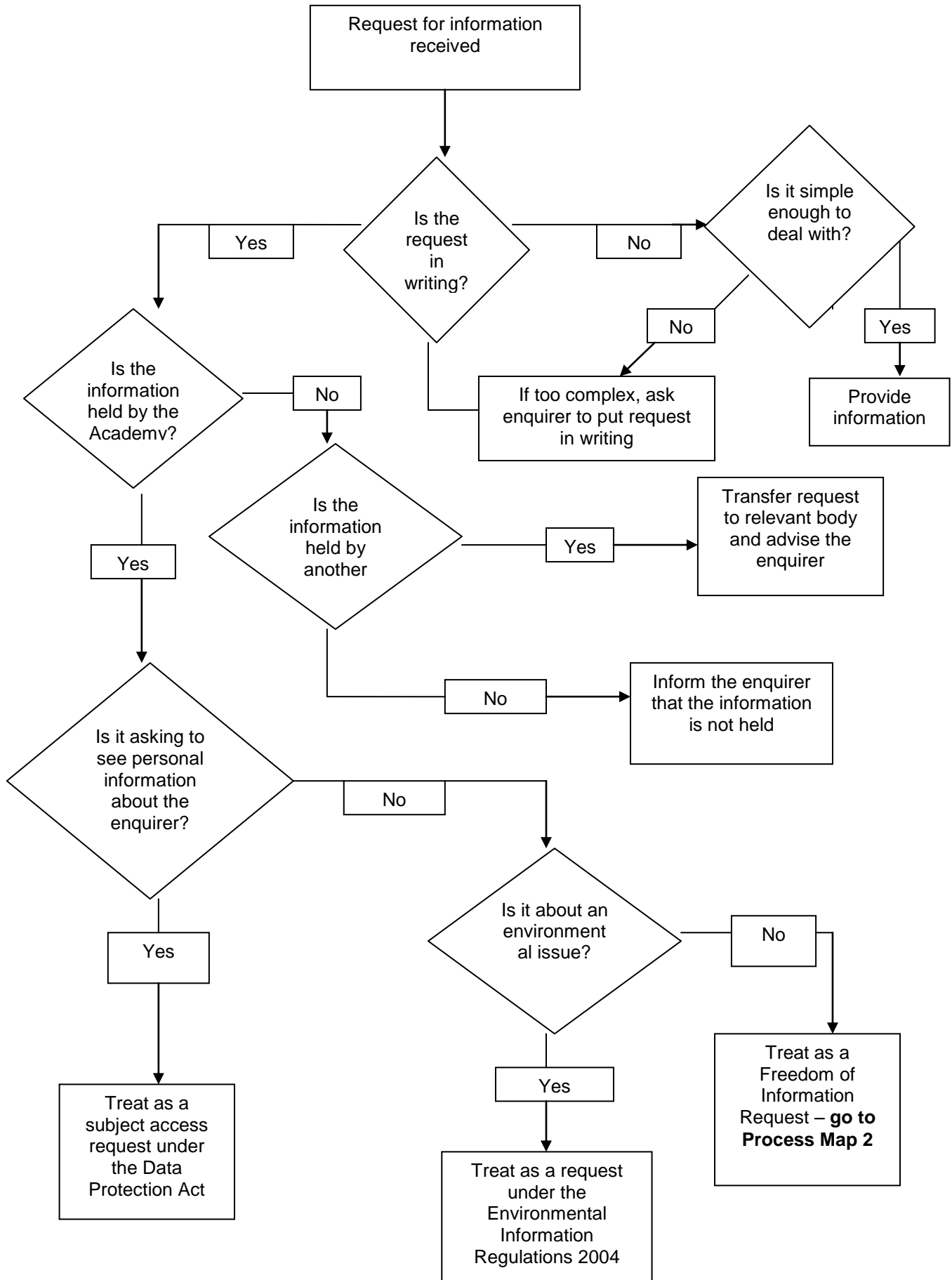
If you are not satisfied with the assistance that you get or if a resolution to your complaint has not been found and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Enquiry/Information Line: 01625 545 745

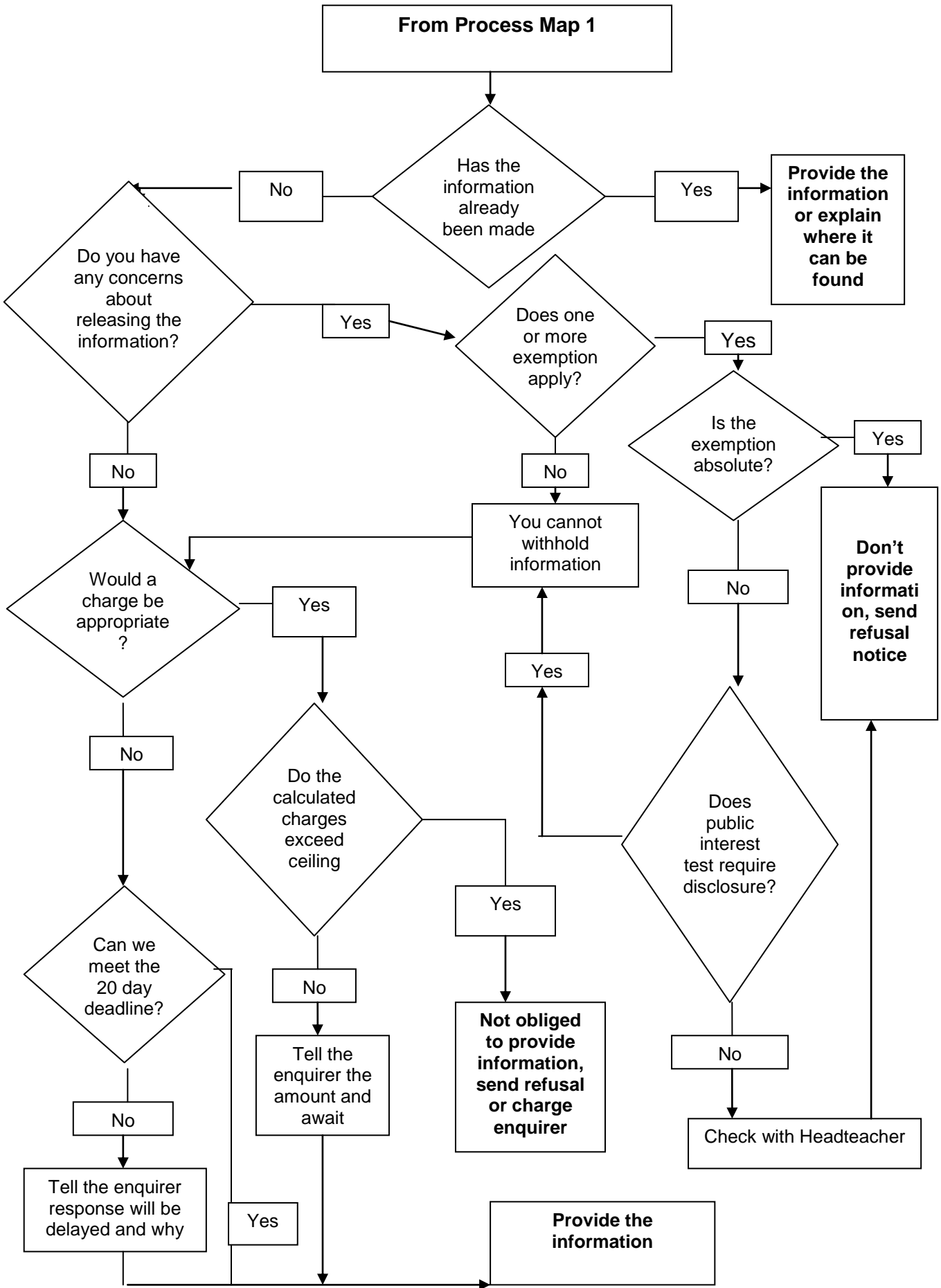
E Mail: casework@ico.org.uk

Website: www.ico.org.uk

PROCESS MAP 1 – PROCEDURES FOR DEALING WITH FOI REQUESTS



PROCESS MAP 2 – PROCEDURES FOR DEALING WITH FOIA REQUESTS



APPENDIX 1 CLASSIFICATION OF INFORMATION CURRENTLY PUBLISHED

Class 1 - Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance.	Hard Copy or electronic on application	School website
Who's who in the school		√
Who's who on the Governing Body and the basis of their appointment		√
Governing Body Statement		√
School Prospectus	√	√
School session times and term dates		√
Location and contact information		√
Articles of Association	√	
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	Hard Copy or electronic on application	School website
Annual Financial Statements		√
Funding Agreement		√
Financial Forecasts	√	
Procurement procedures for acquisitions	√	
Pay Policy	√	
Staffing and grading structure	√	
Governors' Allowances	√	
Class 3 - What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews.	Hard Copy or electronic on application	School website
OFSTED report		√
Exam Results		√
Performance Management Information	√	
School's Development Plan	√	
Governor Dashboard	√	
Safeguarding	√	
Class 4 - How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations	Hard Copy or electronic on application	School website
Admissions policy / decisions (not individual admission decisions)		√
Agenda and Minutes of meetings of the Governing body and its sub-committees (excluding information that is properly regarded as private to the meetings)	√	
Class 5 - Our policies and procedures Current written protocols for delivering our functions and responsibilities.	Hard Copy or electronic on application	School website
Policies and Procedures including: <ul style="list-style-type: none"> • Charging and Remissions • Pupil Premium • Special Educational Needs • Behaviour • Admissions 		√ √ √ √ √

Class 6 - Lists and registers Information held in registers required by law and other lists and registers relating to the functions of the authority.	Hard Copy or electronic on application	School website
Disclosure logs	√	
Asset Values/Register: <ul style="list-style-type: none"> • IT • Non-IT (see Statutory Accounts) 	√	√
The services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.	Hard Copy or electronic on application	School website
<ul style="list-style-type: none"> • Activity & Clubs • Lettings • School Shop • E-newsletters • Letters and Forms • PSA • Cecil Grant • Development • The Georgian Association • Charities 		√ √ √ √ √ √ √ √ √ √

Our website is at www.stgeorges.herts.sch.uk

APPENDIX 2 CHARGING

FOI does not require charges to be made but the school has the discretion to charge applicants a fee in accordance with the Fee Regulations, available on the ico. website www.ico.org.uk., and as long as fees are justified, transparent and kept to a minimum.

Most of the information available through the Publication Scheme is free, but if there is a charge you will need to pay this before we supply the information.

If you're asking for information not available through the Scheme, many requests will be free because we will be able to quickly find the information and email or post you copies, although we may charge for the cost of sending the information to you (e.g. photocopying, printing and posting).

Disbursements are currently based on the following rates but we reserve the right to review these from time to time:

Photocopies or prints:

- A4 Black and White 10p per sheet
- A3 Black and White 20p per sheet
- A4 Colour £1 per sheet
- A3 colour £1.50 per sheet

Other formats:

- CD Rom or DVD at £1.00 each
- Photographs at £5 each

Postage will be based on actual cost.

We will not charge for providing the information in an alternative format if the Disability Discrimination Act applies to you if the information would otherwise be provided free.

If your request was made under the Freedom of Information Act 2000 and involves substantial preparation time that will cost more than £450 (staff time would be charged at £25 per person per hour, so a limit of 18 hours) we do not have to supply the information. However we can choose to do so but if we do we can make a reasonable charge.

Similarly if your request was made under the Environmental Regulations 2004 we reserve the right to charge you a reasonable amount for supplying that information.

If you refuse to pay a charge, we don't have to supply the information. When calculating the costs of requests we can aggregate the costs of two or more related requests if they are received within 60 working days from persons appearing to be acting in concert or as part of a campaign

We will notify you of the estimated fee before doing any work and will notify you if there is a significant difference between the estimate and the actual fee.

We will require payment of any fee before compiling and supplying the information and if you do not pay the fee within 3 months we do not have to supply the information to you