

Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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

The scheme commits an authority:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- to specify the information which is held by the authority 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 the authority makes 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.

Classes of Information

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

Where it practicable the Trust and the School will make the information covered by this scheme available on its website (www.suttongrammar.sutton.sch.uk). Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the information can be obtained by contacting the Trust in writing clearly addressed to:

Company Secretary (FOI Request)
Sutton Grammar School Trust
Manor Lane
SUTTON
SM1 4AS

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 the Trust or the School 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.

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

Material which is published and accessed on the School's 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 which is readily available to the public.

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.

Written Requests

Information held by the Trust 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.

Further Assistance

General enquires or comments on this Publication Scheme can be made to the Company Secretary at the address above or clerk-sgs@suttonlea.org.

Freedom of Information

Guide to information available from Sutton Grammar School under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the School	Website
Who's who on the Trust Board (The Governing Body)	Website
Company Articles of Association	Website
Contact details	Website
School prospectus	Website
Staffing structure	Website
School session times and term dates	Website
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	
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) This will be current information only.	
School profile	
<ul style="list-style-type: none">• Government supplied performance data• The latest Ofsted report: - Summary; - Full report	Website
Performance management policy and procedures adopted by the governing body.	Hard copy
Schools future plans	Hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years	
Admissions policy/decisions (not individual admission decisions) (Personal data in examination scripts are exempt under Schedule 7 (9) of the DPA.)	Website / hard copy
Agendas of meetings of the Trust Board (the Governing Body) and (if held) its committees	Hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy

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Class 5 – Our policies and procedures

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

Current information only

School policies including:

- Complaints Policy and Procedure
- Health and Safety Policy
- Charging and Remissions
- Whistleblowing policy and procedure

- Behaviour - Governing Body General Principles
- Home School Agreement
- Sixth Form Contract
- Safeguarding and Child Protection Policy
- Collective Worship and Religious Education
- Single Equality Scheme
- Capability Procedures
- Sex and Relationship Education
- Assessment for Learning
- Attendance Policy
- Policy on the Use of Force to Control or Restrain Pupils

- Curriculum Policy
- Curriculum Enrichment Policy
- Gifted and Talented Policy
- Homework and Coursework Policy
- Physical and Activity Policy
- School Trips Policy

- Staff Appraisal Policy and Procedure
- Capability Procedures
- Employee Rules
- Staff Grievance and Discipline Procedure
- Staff Redundancy Procedures
- Managing Staff Sickness Absence Policy

- Smoke Free Policy

Freedom of Information

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Class 6 – Lists and Registers

Currently maintained lists and registers only – **THIS DOES NOT INCLUDE PERSONNEL OR STUDENT REGISTERS OR THE ATTENDANCE REGISTER**

Any information the school is currently legally required to hold in publicly available registers

Hard copy or website; some information may only be available by inspection

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

Extra-curricular activities

Website

Out of school clubs

Website

School publications

Website

Leaflets, books and newsletters

Website/hard copy

Contact details:

To make an information request write to:

Company Secretary (FOI Request)
Sutton Grammar School Trust
Manor Lane
SUTTON
SM1 4AS

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 15p per sheet (black & white)	The Actual cost incurred by the School.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As applicable	In accordance with the relevant legislation