



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



# **FREEDOM OF INFORMATION - PUBLICATION SCHEME**

Approved: September 2018  
Date of Next Review: July 2022

## 1. Aims of the Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Prince Henry's Grammar School, making it unnecessary to seek further approval from the Information Commissioner. The scheme will be valid from September 2018 until further notice.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including schools, should be clear and proactive about the information they will make public. This publication scheme evidences Prince Henry's Grammar School's commitment to make information readily available to the public as part of its normal business activities. The types of information covered under this scheme are included in the classes of information mentioned below. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner on their website at [www.ico.org.uk](http://www.ico.org.uk)

### **This publication scheme commits Prince Henry's Grammar School to:**

- a) 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 below;
- b) Specify the information which is held by the school and falls within the classifications below;
- c) Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- d) 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;
- e) Review and update on a regular basis the information the school makes available under this scheme;
- f) Produce a schedule of any fees charged for access to information which is made proactively available;
- g) Make this publication scheme available to the public;
- h) 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 school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act Section 19. The term 'dataset' is defined in Section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in Section 19(8) of that Act.

## 2. Scope of the Publication Scheme

This Publication Scheme sets out the seven classes of information to be published.

Description	Explanation
<b>Who we are and what we do</b>	Organisational information, locations and contacts, constitutional and legal governance.
<b>What we spend and how we spend it</b>	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
<b>What our priorities are and how we are doing</b>	Strategy and performance information, plans, assessments, inspections and reviews.
<b>How we make decisions</b>	Policy proposals and decisions; decision-making processes, internal criteria and procedures, consultations.
<b>Our policies and procedures</b>	Current written protocols, policies and procedures for delivering our services and responsibilities.
<b>Lists and registers</b>	Information held in registers required by law and other lists and registers relating to the functions of the authority.
<b>The services we offer</b>	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.

### **3. The method by which information published under this Scheme will be made available:**

Our Guide to Information made available under this Publication Scheme is detailed below, clearly indicating what information is covered by this scheme and made available to the public and how it can be obtained.

Prince Henry's Grammar School aims to make as much information as possible available online via the school website <http://www.princehenrys.co.uk/page/default.asp?title=Home&pid=1>. 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, we have indicated how information can be obtained and provided by other 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. If 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.

### **4. 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 which is readily available to the public. Full details of the charges are detailed to the rear of this document.

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 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.

## **5. 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 Freedom of Information Act 2000.

All requests should be clearly marked “Freedom of Information Act 2000 – Publication Scheme Request” and forwarded to:

The Data Protection Officer,  
Prince Henry’s Grammar School,  
Farnley Lane,  
Otley,  
West Yorkshire LS21 2BB.

E-mail: [dpo@princehenrys.co.uk](mailto:dpo@princehenrys.co.uk)  
Tel: 01943 463524.

## **6. Freedom of Information: Guide to Information available from Prince Henry’s Grammar School under the Model Publication Scheme**

Please find attached Appendix I: Freedom of Information: Guide to Information available from Prince Henry’s Grammar School under the Model Publication Scheme.

## **7. Request for Hard Copies and/or a viewing or inspection**

To request any hard copies and/or to request a viewing/inspection in relation to information held by the school that is published under this scheme, please contact:

The School Office,  
Prince Henry’s Grammar School,  
Farnley Lane,  
Otley,  
West Yorkshire LS21 2BB.

E-mail: [info@princehenrys.co.uk](mailto:info@princehenrys.co.uk)  
Tel: 01943 463524.

**Freedom of Information:****APPENDIX I****Guide to information available from Prince Henry's Grammar School under the Model Publication Scheme**

Information to be published	How the information may be obtained	Cost
<b>Class 1:</b> <b>Who we are and what we do:</b> Organisational information, locations and contacts, constitutional and legal governance. This will be current information only.		
Prince Henry's Grammar School's Vision and Core Values.	School Website.  Hard copy: Contact the School Office.	Free.  Per sheet and current postage where applicable. See Schedule of Charges detailed to the rear of this document.
Instrument of Government / Articles of Association.	School Website.  Hard copy: Contact the School Office.	Free.  Per sheet and current postage where applicable. See Schedule of Charges detailed to the rear of this document.
School Prospectus and an outline of the School Curriculum.	School Website.  Hard copy: Contact the School Office.	Free.  Free.
Examination Results.	School Website - see also the Department for Education's Website: <a href="https://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=137704">https://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=137704</a>	Free.
Governing Body – names and contact details of the Governors and the basis of their appointment.	School Website.  Hard copy: Contact the School Office.	Free.  Per sheet and current postage where applicable. See Schedule of Charges detailed to the rear of this document.
School session times, term dates and holidays.	School Website.	Free.
Location and contact information – the address,	School Website.	Free.

telephone number, e-mail address and website for the school together with the names of key personnel.	Hard copy: Contact the School Office.	Per sheet and current postage where applicable. See Schedule of Charges detailed to the rear of this document.
<p><b>Class 2:</b>  <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. This will be current and previous two financial years (accounts that have been filed with the Charity Commission and Companies House).</p>		
<p>Annual Budget Plan and Financial Statements i.e.</p> <ul style="list-style-type: none"> <li>- Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.</li> <li>- Details of items of expenditure over £5,000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.</li> </ul>	Inspection only: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
<p>Capital Funding i.e.</p> <ul style="list-style-type: none"> <li>- Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.</li> </ul>	Inspection only: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
Financial Audit Reports.	Hard copy: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
<p>Procurement and Contracts i.e.</p> <ul style="list-style-type: none"> <li>- Details of procedures used for the acquisition of goods and services. Details of contracts that have</li> </ul>	Hard copy: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.

gone through a formal tendering process.		
Pay Policy i.e. - The Statement of the School's Policy and Procedures regarding teachers' pay.	Hard copy: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
Staff Allowances and Expenses i.e. - Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.	Hard copy: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
Staff Pay and Grading Structures i.e. - The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.	Hard copy: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
Governors' Allowances i.e. - Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
<b>Class 3:</b>		



**What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.  
This will be current information only.

<p>School Profile i.e.</p> <ul style="list-style-type: none"> <li>- Academy Funding Agreement</li> <li>- Performance data supplied to the government.</li>   <li>- Latest Ofsted Report.</li> </ul>	<p>School Website – see also the Department for Education’s Website: <a href="https://www.compare-school-performance.service.gov.uk/school/137704">https://www.compare-school-performance.service.gov.uk/school/137704</a></p> <p>School Website – see also Ofsted Website <a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/137704">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/137704</a> Hard copy: Contact the School Office.</p>	<p>Free. Free.</p> <p>Free.</p> <p>See Schedule of Charges detailed to the rear of this document.</p>
<p>Performance Management Information i.e.</p> <ul style="list-style-type: none"> <li>- Performance Management Policy and Procedures adopted by the Governing Body.</li> </ul>	<p>Hard copy: Contact the School Office.</p>	<p>See Schedule of Charges detailed to the rear of this document.</p>
<p>The School’s future plans i.e.</p> <ul style="list-style-type: none"> <li>- Any major proposals for the future of the school involving, for example, consultation on a change in school status.</li> </ul>	<p>Hard copy: Contact the School Office.</p>	<p>See Schedule of Charges detailed to the rear of this document.</p>
<p>School Development Plan.</p>	<p>Hard copy: Contact the School Office.</p>	<p>See Schedule of Charges detailed to the rear of this document.</p>
<p>Safeguarding and Child Protection i.e.</p> <ul style="list-style-type: none"> <li>- The policies and procedures that are in place to ensure that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.</li> </ul>	<p>School Website.</p> <p>Hard copy: Contact the School Office.</p>	<p>Free.</p> <p>See Schedule of Charges detailed to the rear of this document.</p>

**Class 4:**  
**How we make decisions:** Policy proposals and decisions; decision-making processes, internal criteria and procedures, consultations.  
This will be current and previous three years.

<p>Admissions Policy / Decisions (Not individual admission decisions) i.e.  - The school's admissions arrangements and procedures, together with information about the right of appeal. – Not individual admission decisions, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) if this information is held by the school.</p>	<p>School Website.   Hard copy: Contact the School Office.</p>	<p>Free.   See Schedule of Charges detailed to the rear of this document.</p>
<p>Agendas and Minutes of the Meetings of the Governing Body and its committees, with the exception of information that is properly considered to be private to the meeting.</p>	<p>Hard copy: Contact the School Office.</p>	<p>See Schedule of Charges detailed to the rear of this document.</p>
<p><b>Class 5:</b>  <b>Our policies and procedures:</b> Current written protocols, policies and procedures for delivering our services and responsibilities.  This will be current information only.</p>		
<p>School policies and other documents i.e.  - This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent.</p> <p><b>- School policies and other documents including:</b>  Capability Policy*  Central Funding &amp; Appeals Policy*  Disciplinary Policy (Staff Discipline, Conduct and Grievance)*  Pay Policy*  Performance Appraisal Policy*  Governor Allowances Policy*</p>	<p>*Those policies annotated with an asterisk are not located on the school website and, as such, are available in hard copy only: please contact the School Office.</p>	<p>*See Schedule of Charges detailed to the rear of this document.</p>

<p>Grievance Policy*</p> <p>Health &amp; Safety Policy*</p> <p>Lettings &amp; Lettings Charges Policy*</p> <p>Recruitment &amp; Induction Policy*</p> <p>Redundancy &amp; Re-Structuring Policy*</p> <p>Whistleblowing Policy *</p>		
<p><b>- Student and curriculum policies and other documents including:</b></p> <p>16-19 Bursary Policy</p> <p>Accessibility Plan (PHGS Policy: Disability Access Plan)</p> <p>Admissions Policies</p> <p>Anti-Bullying Policy</p> <p>Attendance Policies</p> <p>Behaviour &amp; Safety Policy</p> <p>Charging &amp; Remissions Policy</p> <p>Curriculum Policy</p> <p>Educational Visits Policy*</p> <p>Equalities Policy</p> <p>Examination Policy Overview</p> <p>Home School Agreement</p> <p>Parent &amp; Carer Engagement Policy</p> <p>Parental Concerns &amp; Complaints Policy</p> <p>Safeguarding &amp; Child Protection Policy</p> <p><i>**Sex &amp; Relationship Policy (**copies of this particular policy will be sent to all parents and also made available in the school office for inspection on request. A copy will also be available to all staff).</i></p> <p>Special Educational Needs (SEN) Policy</p> <p>Spiritual, Moral, Social &amp; Cultural Policy</p> <p>Volunteers, Policy and Agreement for</p> <p>Whole School Food Policy*</p>	<p>*Those policies annotated with an asterisk are not located on the school website and, as such, are available in hard copy only: please contact the School Office.</p>	<p>*See Schedule of Charges detailed to the rear of this document.</p>
<p>Records management and personal data policies i.e.</p> <p>- This will include information security policies,</p>		

<p>records retention, destruction and archive policies, and data protection (including data sharing) policies.</p> <p><b>- School policies and other documents including:</b>          Computing Facilities Guidance &amp; Acceptable Use Policy*          Freedom of Information – Publication Scheme          Mobile Phone &amp; MP3 Policy          Privacy Notice for Staff*          Privacy Notice for Students and Parents/Carers          Social Media Policy*</p>	<p>*Those policies annotated with an asterisk are not located on the school website and, as such, are available in hard copy only: please contact the School Office.</p>	<p>*See Schedule of Charges detailed to the rear of this document.</p>
<p>Equality &amp; Diversity i.e.          - This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.</p>	<p>School Website.           Hard copy: Contact the School Office.</p>	<p>Free.           See Schedule of Charges detailed to the rear of this document.</p>
<p>Policies and procedures for the recruitment of staff i.e.          - If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.</p>	<p>Details of our recruitment procedures are available on our website. As a minimum, all vacancies are advertised on the school website.           N.B. Recruitment &amp; Induction Policy is available in hard copy only: please contact the School Office.</p>	<p>Free.           See Schedule of Charges detailed to the rear of this document.</p>
<p>Charging regimes and policies i.e.          - Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.</p>	<p>School Website.           Hard copy: Contact the School Office.</p>	<p>Free.           See Schedule of Charges detailed to the rear of this document.</p>
<p><b>Class 6:</b>  <b>Lists and registers:</b> Information held in registers required by law and other lists and registers relating to the functions of the authority. This will be current maintained lists and registers only.</p>		

Curriculum circulars and statutory instruments i.e. - Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.	See the Department for Education publications on the following website: <a href="https://www.gov.uk/government/publications">https://www.gov.uk/government/publications</a>	Free.
Disclosure Logs i.e. - If a school produces a disclosure log indicating the information provided in response to Freedom of Information requests, it should be readily available. Disclosure logs are recommended as good practice.	Inspection only. Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
Asset Register.	Inspection only. Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
Any information the school is currently legally required to hold in publicly available registers: - N.B. This does not include the Attendance Register.	Inspection only. Contact the School Office.	See Schedule of Charges detailed to the rear of this document.
<p><b>Class 7:</b>  <b>The services we offer:</b> Advice and guidance, booklets and leaflets, transactions and media releases; a description of the services offered.  This will be current information only.</p>		
Extra-curricular activities including out of school clubs.	School Website.  Hard copy: Contact the School Office.	Free.  See Schedule of Charges detailed to the rear of this document.
School publications including leaflets, booklets and newsletters. N.B. Latest news, events and letters are published on the School Website.	School Website.  Hard copy: Contact the School Office.	Free.  See Schedule of Charges detailed to the rear of this document.
Services for which the school is entitled to recover a fee, together with those fees.	School Website.  Hard copy: Contact the School Office.	Free.  See Schedule of Charges detailed to the rear of this document.

--

<b>Schedule of Charges</b>		
<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
Disbursement cost.	Photocopying/printing.	At the actual cost incurred by the school.
Disbursement cost.	Postage and packaging.	At the actual cost incurred by the school.
Disbursement cost.	The costs directly incurred as a result of viewing information including actual costs of staff time.	At the actual cost incurred by the school.
Disbursement cost.	Transcription of Information.	At the actual cost incurred by the school.
Disbursement cost.	Statutory Fee.	In accordance with the relevant legislation.

**N.B. Request for Hard Copies and/or a viewing or inspection**

To request any hard copies and/or to request a viewing/inspection in relation to information held by the school that is published under this scheme, please contact:

The School Office,  
Prince Henry's Grammar School,  
Farnley Lane,  
Otley,  
West Yorkshire LS21 2BB.

E-mail: [info@princehenrys.co.uk](mailto:info@princehenrys.co.uk)

Tel: 01943 463524