

# WATFORD GRAMMAR SCHOOL FOR BOYS



## FREEDOM OF INFORMATION POLICY

## **Watford Grammar School for Boys' 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**

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, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce 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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available for you in paper form from the school.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors' Documents* – information published in governing body documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* - information about policies that relate to the school in general.

#### 4. 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: [office@watfordboys.herts.sch.uk](mailto:office@watfordboys.herts.sch.uk)

Tel: 01923 208900

Fax: 01923 208901

Contact Address: Watford Grammar School for Boys, Rickmansworth Road, Watford, Herts WD18 7JF

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 you can still contact the school to ask if we have it.

#### 5. Paying for information

Information published on our website ([www.watfordboys.org](http://www.watfordboys.org)) 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 section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

#### 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"><li>the name, address and telephone number of the school, and the type of school</li><li>the names of the head teacher and chair of governors</li><li>information on the school policy on admissions</li><li>a statement of the school's ethos and values</li><li>details of any affiliations with a particular religion or religious denomination,<ul style="list-style-type: none"><li>the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li></ul></li><li>information about the school's policy on providing for pupils with special educational needs</li><li>number of pupils on roll and rates of pupils' authorised and unauthorised absences</li><li>National Curriculum assessment results for appropriate Key Stages, with national summary figures</li><li>GCSE/Level 2 results in the school, locally and nationally</li><li>a summary of GCE A/AS level results in the school and nationally</li><li>the number of pupils studying for and percentage achieving other qualifications</li><li>the destinations of school leavers<sup>1</sup></li><li>the arrangements for visits to the school by prospective parents</li></ul>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this  
Freedom of Information Policy WBGS Page 3 Printed 07/09/2012

**Information relating to the governing body**– this section sets out information published governing body documents.

<b>Class</b>	<b>Description</b>
<b>Articles of Association</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• The category of the school</li> <li>• The name of the governing body</li> <li>• The manner in which the governing body is constituted</li> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the Articles take effect</li> </ul>
<b>Funding Agreement</b>	Agreement made between the School and the Secretary of State for Education.

**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	A report from the governing body on special educational needs including admissions of SEN pupils and access facilities.
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Behaviour policy	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
Pupil Premium	The amount of the school’s allocation from the pupil premium grant in respect of the current academic year; details of how it is intended that the allocation will be spent; details of how the previous academic year’s allocation was spent, and the effect of this expenditure on the educational attainment of those pupils at the school in respect of whom grant funding was allocated.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character

Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints

## 7. 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 Headmaster at the School.

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

Signed on behalf of the Governing Body:

Name: ..... Signature: .....

Title: ..... Date : .....

Name: ..... Signature: .....

Title: ..... Date : .....

Name: ..... Signature: .....

Title: ..... Date : .....

Name: ..... Signature: .....

Title: ..... Date : .....

Name: ..... Signature: .....