



## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **1. Freedom of Information Act**

This 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 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. 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.

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

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

Where it is within the capability of a public authority, information will be provided on a website. 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, a public authority 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 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.

#### **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 authority 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.

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 a public authority 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.

To make a written request or, if you require a paper version of any of the documents within the scheme, please contact the School by telephone, email or letter.

Email: [office@tgs.kent.sch.uk](mailto:office@tgs.kent.sch.uk)

Tel: (01732) 365125

Address: Tonbridge Grammar School, Deakin Leas, Tonbridge, Kent TN9 2JR

To help us process your request, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS)

## 6. Guide to information available from the School under the model publication scheme

<b>Class 1 - Who we are and what we do</b>		
<b>Information to be published.</b> (This will be current information only)	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who in the school	Hard copy	See S.7
Who's who on the governing body / board of governors and the basis of their appointment	Hard copy	See S.7
Instrument of Government / Articles of Association	Hard copy	See S.7
Contact details for the Head teacher and for the governing body	Website	Nil
School prospectus	Website	Nil
Annual Report	Website	Nil
Staffing structure	Hard copy	See S.7
School session times and term dates	Website	Nil
Address of school and contact details, including email address.	Website	Nil

<b>Class 2 – What we spend and how we spend it</b>		
<b>Information to be published.</b> (Current and previous financial year)	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan	Website	Nil
Financial statements	Hard copy	See S.7
Capital funding	Hard copy	See S.7
Financial audit reports	Hard copy	See S.7
Details of expenditure items over £10,000	Hard copy	See S.7
Procurement and contracts	Hard copy	See S.7
Pay policy	Hard copy	See S.7
Staff allowances and expenses that can be incurred or claimed	Hard copy	See S.7
Staffing, pay and grading structure.	Hard copy	See S.7
Governors expenses policy	Hard copy	See S.7

<b>Class 3 – What our priorities are and how we are doing</b>		
<b>Information to be published.</b> (Current information)	<b>How the information can be obtained</b>	<b>Cost</b>
School profile The latest Ofsted report Performance data	<a href="https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/136417">https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/136417</a>	Nil
Trustee's Report	Website	Nil
Performance management policy and procedures	Hard copy	See S.7
The school's future plans	Hard copy	See S.7
Safeguarding and child protection	Hard copy	See S.7

<b>Class 4 – How we make decisions</b>		
<b>Information to be published.</b> (Current and previous three years)	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions)	website	Nil
Admissions applications information – numbers of successful applications by each oversubscription criteria	Website and hard copy	See S.7
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy	See S.7

<b>Class 5 – Our policies and procedures</b>		
<b>Information to be published.</b> (Current information only.)	<b>How the information can be obtained</b>	<b>Cost</b>
School policies including: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Complaints</li> <li>• Staff Conduct of Conduct</li> <li>• Staff Discipline and Grievance</li> <li>• Pay Policy</li> <li>• Safer Recruitment</li> </ul>	Hard copy	See S.7
Student and curriculum policies including: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Relationships and Sex Education</li> <li>• Special Educational Needs (SEND)</li> <li>• Accessibility Plan</li> <li>• Careers Education</li> <li>• Equality Statement</li> <li>• Behaviour</li> </ul>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy	See S.7
Charging regimes and policies.	Hard copy	See S.7

<b>Class 6 – Lists and Registers</b>
--------------------------------------

<b>Information to be published.</b> (Currently maintained lists and registers only)	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	Hard copy	See S.7
Disclosure logs	Inspection only	Nil
Asset register	Hard copy	See S.7
Any information the school is currently legally required to hold in publicly available registers	Hard copy	See S.7

<b>Class 7 – The services we offer</b>		
<b>Information to be published.</b> (Current information only)	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Website	Nil
Out of school clubs	Website	Nil
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	See Section 7
School publications, leaflets, books and newsletters	Website	Nil

## **7. SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Website	www.tgs.kent.sch.uk	No charge
Disbursement cost	Photocopying/printing cost per sheet (black & white)	Actual cost *
	Photocopying/printing cost per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority. Please contact the School for the current costs.