

Freedom of Information

Guide to information available from Sir William Borlase's Grammar School under the model publication scheme

We have adopted the model Freedom of Information publication scheme which was prepared and approved by the UK's Information Commissioner. This commits us to make information available as part of our normal school/trust activities at minimum inconvenience and cost to the public.

Any charges for routinely published material will be justified, transparent and kept to a minimum. Information which is published and accessed on our website will be provided free of charge.

This Guide sets out what information is covered by the Freedom of Information publication scheme and how it can be obtained. It also includes a schedule of any charges.

*If you would like to make a request for information under the Freedom of Information Act, this needs to be in writing. Please contact: **dpo@swbgs.com***

	How the information can be obtained
Who we are and what we do	
School - this includes: <ul style="list-style-type: none">• School name, postal address, telephone number and email address• Name of the special needs co-ordinator (SENCo)• School term dates and holidays	Website
Governing board - this includes: <ul style="list-style-type: none">• Contact details for the governing board	Website

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<ul style="list-style-type: none"> the structure and remit of the trust's members, board of trustees, committees and local governing bodies and the full names of the chair of each for each trustee their attendance records at board and committee meetings over the last academic year for each local governor their attendance records at local governing body meetings over the last academic year <p>Instruments of Government;</p> <ul style="list-style-type: none"> Memorandum and Articles of Association ESFA Funding Agreement 	<p>Financial Statements on website</p> <p>Head Teacher's PA Website</p>
	<p>Website</p>
<p>Remote education</p>	<p>Website</p>
<p>Values and ethos</p>	<p>Website</p>
<p>What we spend and how we spend it</p> <ul style="list-style-type: none"> Executive pay Annual reports and accounts Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. 	<p>Website Website Website</p>
<p>What our priorities are and how we are doing</p>	

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<p>Government Reports:</p> <ul style="list-style-type: none">• Ofsted• School Improvement Plan• Exam results• Pupil premium Strategy	Website Head Teacher's PA Website Website
<p>Coronavirus (COVID-19) catch-up premium</p> <p>The School will publish details of:</p> <ul style="list-style-type: none">• how it is intended that the grant will be spent• how the effect of this expenditure on the educational attainment of those pupils at the school will be assessed.	Website
<p>Special educational needs and disability (SEND) information</p> <ul style="list-style-type: none">• The School will publish an Information Report, updated annually.	Website
<p>Careers programme information</p> <ul style="list-style-type: none">• Careers Education section	Website
<p>How we make decisions</p>	
<ul style="list-style-type: none">• Admissions policy• Agendas and minutes of meetings of the local governing board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website Head Teacher's PA Head Teacher's PA

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<ul style="list-style-type: none"> • Agendas and minutes of meetings of the Multi Academy Trust Directors (NB this will exclude information that is properly regarded as private to the meetings). 	
<p>Our policies and procedures</p>	
<ul style="list-style-type: none"> • Charging and remissions • Data Protection • School complaints • Staff discipline, conduct and grievance • Child protection policy and procedures • Accessibility plan • Health and safety • Anti-Bullying Policy • Behaviour for Learning • Attendance for Learning • Code of Conduct for Students • Careers Education, Advice and Guidance • Child Protection and Safeguarding Policy • Drugs Policy • Educational Visits Policy • Equalities and Cohesion Policy • Mental Health Policy • MET Privacy Notices – Pupil and Parent 	<p>Website Website Website Head Teacher's PA Website Website Head Teacher's PA Website Website Website Website Website Website Website Website Website Website Website Website Website Website</p>

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<ul style="list-style-type: none"> • Pupil Premium Policy • Safer Recruitment Policy • SEN Policy • Acceptable ICT Usage Policies – Pupil and Staff • Teaching and Learning for Home Learning • Discipline and Grievance Policy 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Head Teacher's PA</p>
Lists and Registers	
<ul style="list-style-type: none"> • List of Multi Academy Trust Members • List of Governors 	<p>Website</p> <p>Website</p>
The services we offer	
Extra-curricular activities	Website
Out of school clubs	Website
Services for which the school is entitled to recover a fee, together with those fees	Head Teacher's PA
School publications, leaflets, books and newsletters	Head Teacher's PA

SCHEDULE OF CHARGES

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

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Photocopies A4 Black and White – 10p per sheet. A3 Black and White – 20 p per sheet. A4 colour - £1 per sheet.
A3 colour - £1 per sheet.

Labour can be charged at £25 / hour with a maximum of £450.

*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 providing the information.*