



Grove School

Freedom of Information Publication Scheme

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This is Grove School's 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 Information Commissioner's Office (ICO) would expect schools to make the information in this document available unless:

- we do not hold the information;
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

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

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

We endeavour to make as much information as possible available online. The classes, below, provide links to information which is available. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The school does not charge for information which is accessed on our website. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges, see section 4.

2. 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 or letter. Contact details are set out below, or you can visit our website at www.grove.bham.sch.uk

Email: enquiry@grove.bham.sch.uk

Tel: 0121 464 4669

Contact Address: Grove School, Dawson Road, Handsworth, Birmingham, B21 9HB

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST"

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

3. Paying for information

Information published on our website 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 4. 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, 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.

4. Classes of Information Currently Published

(POA indicates 'price on application', due to the potential complexity of some requests)

Information to be published	How the information can be obtained	Cost
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	School website	Free
Instrument of Governance The Instrument of Governance is the document which records the name and category of the school and the name and constitution of its governing board.	Hardcopy – School Office	Free
Governing Board	School website	Free

<p>The names and membership details of the governing board are published on our website along with our Instrument of Governance</p> <p>School session times and term dates</p> <p>Details of school session times and dates of school terms and holidays.</p> <p>Location and contact information</p> <p>The address, telephone number and website for the school together with the names of key personnel.</p>	<p>School website</p> <p>School website</p>	<p>Free</p> <p>Free</p>
<p>School prospectus: information for parents and prospective parents.</p> <p>The statutory contents of the school prospectus, as follows:</p> <ul style="list-style-type: none"> - information about the implementation of the governing board’s policy on pupils with special educational needs. (SEND) - a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. 	<p>Special educational Needs and Disability policy – school website</p> <p>Accessibility plan – school website</p>	<p>Free</p> <p>Free</p>
<p>Class 2 - What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</p>		
<p>Annual budget plan and financial statements</p> <p>Details of the Individual Schools Budget distributed by the Local Authority and the school’s annual income and expenditure returns.</p> <p>Capital funding</p> <p>Details of the capital funding allocated to the school together with information on related building projects and other capital projects.</p> <p>Additional Funding</p> <p>Income generation schemes and other sources of funding.</p>	<p>Hardcopy: available on request – contact school</p> <p>Hardcopy: available on request – contact school</p> <p>Hardcopy: available on request – contact school</p>	<p>POA</p> <p>POA</p> <p>POA</p>

<p>Procurement and contracts Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p>	<p>Hardcopy: available on request – contact school</p>	<p>POA</p>
<p>Pay policy The statement of the school’s policy and procedures regarding teachers’ pay.</p>	<p>Hardcopy: available on request – contact school</p>	<p>POA</p>
<p>Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories</p>	<p>Hardcopy: available on request – contact school</p>	<p>POA</p>
<p>Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.</p>	<p>Hardcopy: available on request – contact school</p>	<p>POA</p>
<p>Governors’ allowances Details of allowances and expenses that can be claimed or incurred.</p>	<p>Governor allowances policy Hardcopy: available on request – contact school</p>	<p>POA</p>
<p>Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum</p>		
<p>Below is a list of the type of information that schools usually have available for publication. Any other reports or recorded information showing the school’s planned or actual performance would also normally be included.</p>		
<p>School profile Government-supplied performance data Ofsted report</p>	<p>School website Hardcopy – school office</p>	<p>Free £1.00</p>
<p>Performance management information Performance management policy and procedures adopted by the governing body</p>	<p>Hardcopy: available on request – contact school</p>	<p>£1.00</p>

<p>School's future plans Any major proposals to the future of the school, involving for example consultation or a change of status.</p>	<p>Hardcopy: available on request – contact school</p>	<p>£1.00</p>
<p>School Improvement Plan (Current)</p>	<p>Hardcopy: available on request – contact school</p>	<p>£1.00</p>
<p>Safeguarding and child protection The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State (DfE).</p>	<p>School website</p> <p>Hardcopy: available on request – contact school</p>	<p>Free</p> <p>£1.00</p>
<p>Class 4 - How we make decisions Decision-making processes and records of decisions. Current and previous three years as a minimum</p>		
<p>Performance data</p>	<p>School website</p>	<p>Free</p>
<p>Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.</p>	<p>School website – admissions page</p> <p>Hardcopy: available on request – contact school</p>	<p>Free</p> <p>£1.00</p>
<p>Minutes of meetings of the Governing body and its sub-committees</p> <p>Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting</p>	<p>Hardcopy: available on request – contact school</p>	<p>£1.00 per item</p>
<p>Class 5 - Our policies and procedures Class five: our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)</p>		
<p>School policies</p>		

Curriculum Behaviour policy Complaints procedure SEND Equality objectives Charging and remissions policy	School website Requests for hard copies of school policies on the school website are provided free of charge.	Free
Other school policies not listed	Hardcopy: available on request – contact school	£1.00 per policy
Records management and personal data policies This will include information security policies, records retention, destruction and archive policies, and data protection** (including data sharing) policies.	Privacy notices – school website Data protection policy – school website IRMS toolkit	Free Free <i>POA</i>
Equality and diversity This will include policies, schemes, statements, procedures and guidelines relating to equal opportunities	Equality objectives – school website	Free
Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	School website Safer recruitment procedure Hardcopy: available on request – contact school	Free Free
Charging remissions and policies Details of any statutory charging remissions 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.	Charging and remissions policy - School website	Free
Class 6: lists and registers (currently maintained lists and registers only; this does not include the attendance register or personal pupil lists)		
Asset register	Inspection only – contact school	
Disclosure logs (Information provided in response to requests)	Inspection only – contact school	
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	

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)

<p>The services we offer Information about the services the school provides including leaflets, guidance and newsletters. Current information only. Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of school clubs • School publications • Leaflets, booklets and newsletters. 	<p>School website</p>	<p>Free</p>
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Our website is at: <http://web.grove.bham.sch.uk/>

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 Mrs Pamela Matty, Headteacher

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.

Website: www.ico.gov.uk

