



SOUTH WILTS GRAMMAR SCHOOL

SCHOOL AIMS

South Wilts is a progressive grammar school which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students.

South Wilts Grammar School values and respects all students equally. We seek equitable solutions to support those who are vulnerable or disadvantaged and aim to provide equality of opportunity wherever possible.

South Wilts is committed to safeguarding and promoting the welfare of children. The school fulfils its responsibilities as laid out in the following key documents: Working Together to Safeguard Children, Keeping Children Safe in Education and the procedures of the Safeguarding Vulnerable People Partnership.

South Wilts Grammar School Freedom of Information Act Publication Scheme

The Governing Body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

The Freedom of Information Act 2000 (FOIA) came into force on 1st January 2005 for all local authority schools and from January 1st 2011 for all Academies.

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 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 model scheme for schools approved by the Information Commissioner and the DfE.

2. Release of information

Any reference for a request for information should be put in writing.

Unless it is in the public interest to withhold information, it has to be released. A request can be refused if

- it would cost too much to comply (refer to section 5);
- the request is vexatious or repeated; or
- the information is exempt from disclosure under one of the exemptions in the Act (refer to Annex 1).

If a request is refused a written response will be provided stating what exemption or exemptions were applied, why they were applied and, where appropriate, the public interest factors against disclosure.

Common exemptions that might apply include:

- *Section 40 (1) – the request is for the applicant’s personal data. This must be dealt with under the subject access regime in the UK GDPR and Data Protection Act (2018), detailed in [section 13](#) of the school’s GDPR policy above;*
- *Section 40 (2) – compliance with the request would involve releasing third party personal data, and this would be in breach of the GDPR principles as. Section 41 – information that has been sent to the Academy (but not the Academy’s own information) which is confidential;*
- *Section 21 – information that is already publicly available, even if payment of a fee is required to access that information;*
- *Section 22 – information that the Academy intends to publish at a future date;*
- *Section 43 – information that would prejudice the commercial interests of the Academy and / or a third party;*
- *Section 38 – information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information);*
- *Section 31 – information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras;*
- *Section 36 – information which, in the opinion of the Chair of Governors of the Academy, would prejudice the effective conduct of the Academy. There is a special form for this on the ICO’s website to assist with the obtaining of the chair’s opinion.*

The sections mentioned in italics are qualified [exemptions, as stated in the Freedom of Information Act 2000](#). This means that even if the exemption applies to the information, you also have to carry out a public interest weighting exercise, balancing the public interest in the information being released, as against the public interest in withholding the information.

Time limit for compliance

The Academy must respond as soon as possible, and in any event, within 20 working days of the date of receipt of the request. For an Academy, a “working day” is one in which pupils are in attendance, subject to an absolute maximum of 60 calendar days to respond.

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 seven broad topic areas:

- who we are and what we do
- what we spend and how we spend it
- how we make decisions
- the services we offer
- our priorities
- policies and procedures
- lists and Registers

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, or letter. Contact details are set out below **or you can visit our website at www.swgs.wilts.sch.uk**

Email: head@swgs.wilts.sch.uk

Tel: **01722 323326**

Contact Address: Stratford Road, Salisbury, Wiltshire, SP1 3JJ

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 **and isn't on our website**, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided free. If your request involves a lot of photocopying, printing, the payment of 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.

We reserve the right to refuse to supply information where the cost of doing such exceeds the statutory maximum of £450.

6. Classes of Information Currently Published

Who we are and what we do

(Organisational information, structures, locations and contracts)

Information to be published	How the information can be obtained
Academy Funding Agreement	Website (DfE)
Memorandum & Articles of Association	Website
School staff- names of key personnel	Website
Governing Body names and contact details of the Governors	Website
Calendar – school session times, term dates and holidays	Website
Contact – location and contact information	Website
School prospectus and curriculum	Website
Ofsted Inspection Report	Website
Examination results	Website

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained
Academy Finance Policy (Finance Scheme of Delegation) – including procurement details and purchasing authority limits	Hard copy
Annual Budget Report and financial statements including audit reports and information relating to salaries of members of the senior leadership team	Hard copy
Capital funding – details of capital funding allocated to the school	Hard copy
Capital projects – information on building and other capital projects	Hard copy
Additional funding – income generation schemes and other sources of funding	Hard copy
Contracts – details of contracts that have gone through a formal tendering process	Hard copy
Staffing and grading structure	Hard copy
Academy Pay Policy	Hard copy
Governors' allowances – details of allowances and expenses that can be claimed or incurred	Hard copy

How we make decisions**(Decision making processes and records of decisions for last three years)**

Information to be published	How the information can be obtained
Admissions policy – arrangements, procedures and rights of appeal	Website
Admission decisions (not individual decisions)	Hard copy
Governing Body – agendas, papers and minutes (excluding information properly regarded as private to the meetings	Hard copy

The services we offer**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)**

Information to be published	How the information can be obtained
Extra – curricular activities	Website
Out of school clubs	Hard copy
School publications and newsletters	Website
Charging Policy for services which the school is entitled to recover a fee.	Hard copy

What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections and reviews)**

Information to be published	How the information can be obtained
Latest Ofsted Report	Website
Professional Development Review procedure	Hard copy
Government supplied performance data	Website and hard copy
School Key Priorities	Website
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Website and hard copy

Policies and Procedures

Current written protocols, policies and procedures

Information to be published	How the information can be obtained
Accepting gifts and hospitality	Website
Access arrangements	Website
Admissions Policy	Website
Anti-fraud, bribery and Corruption	Hard copy
Appraisal for Support Staff	Hard copy
Professional Development Reviews for Teaching Staff Policy	Hard copy
Assessment and Reporting Policy	Hard copy
Attendance	Website
Behaviour and Sanctions (Student)	Website
Careers	Website
CCTV	Website
Charging and Remissions Policy for Additional Activities	Website
Complaints Procedure	Website
Curriculum	Website
Data breach	Hard copy
Data Protection	Website
Debt Recovery	Hard copy
Discretions	Hard copy
Early Careers Teaching Induction Policy	Hard copy
Educational Visits and Outdoor Learning	Hard copy
Freedom of Information	Website
Gifted and Talented Students	Hard copy
Governors' Allowances	Hard copy
Headteacher's Performance Management	Hard copy
Health & Safety	Website
ICT policy for staff	Hard copy
Investment	Hard copy
Lettings and hire	Website
Maternity, Paternity, Shared Parental Leave and Adoption	Hard copy
Medical Needs for Students	Website
Online Safety	Website
Parent and Visitor Code of Conduct	Website
Pay	Hard copy
Provider Access policy	Website
Public Exams	Website
Record Retention	Hard copy
Redundancy ('Staff redundancy policy')	Hard copy
Relationship, Sex & Health Education (RSHE)	Website
Reserves	Hard copy
Risk Management Policy	Hard copy
Safeguarding and Child Protection	Website
School Accessibility Plan	Hard copy
Special educational needs & disability policy	Website
Staff alcohol and substance misuse	Hard copy
Staff attendance management	Hard copy
Staff Code of Conduct	Hard copy

Staff CPD	Hard copy
Staff Disciplinary and Capability	Hard copy
Staff Grievance	Hard copy
Staff menopause	Hard copy
Staff probation (support staff)	Hard copy
Staff Recruitment	Hard copy
Suspension and Permanent Exclusion	Website
SWGS Equal Opportunities Policy and Objective	Website
Trade Union Recognition Policy	Hard copy
Transgender and Gender Questioning	Hard copy
Uniform	Website
Whistleblowing	Website
Young Carers	Hard copy

Lists and Registers (Currently maintained only)

Information to be published	How the information can be obtained
Asset Register	Hard copy
Maintenance checks	Hard copy
Minibus drivers	Hard copy
First Aiders	Hard copy
Disclosure Logs	Hard copy

School website www.swgs.wilts.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 The 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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545745
E-mail: casework@ico.org.uk
Website : www.ico.org.uk

Annex 1

Absolute Exemptions (if one of these applies the information can be withheld)

Section 21 - Information accessible to applicant by other means

Section 23 - Information supplied by, or relating to, bodies dealing with security matters

Section 32 - Court records, etc

Section 34 - Parliamentary privilege

Section 36 - (part) Prejudice to effective conduct of public affairs (only applies to information held by House of Commons or House of Lords)

Section 40 - (Part) Personal information (where the applicant is the subject of the information) - or personal data about another person

Section 41 - Information provided in confidence.

Section 44 - Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court.

Qualified Exemptions where the public interest test applies

Even if one of the exemptions applies, the information must be disclosed unless the public interest in withholding it is greater than the public interest in releasing it.

Section 22 - Information intended for future publication

Section 24 - National security

Section 26 - Defence

Section 27 - International relations

Section 28 - Relations within the United Kingdom

Section 29 - The economy

Section 30 - Investigations and proceedings conducted by public authorities

Section 31 - Law enforcement

Section 33 - Audit Functions

Section 35 - Formulation of government policy, etc

Section 36 - (part) Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords)

Section 37 - Communications with Her Majesty, etc and honours

Section 38 - Health and safety

Section 39 - Environmental information as this can be accessed through the Environmental

Information Regulations.

Section 40 - (Part) Personal data where section 10 of the Data Protection Act applies (i.e. likely to cause damage or distress)

Section 42 - Legal professional privilege

Section 43 - Commercial interests

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Education and Experience	Spring 2026	3-Yearly	Spring 2029	Statutory	Yes