



## **The Tiffin Girls' School**

### **FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

**REVISED January 2024**

#### **INTRODUCTION**

1. This is the Tiffin Girls' School (the School) Publication Scheme on the information available under the Freedom of Information Act 2000 (FOI Act). The FOI Act requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner's Office.
2. This Publication Scheme should be read in conjunction with the School's Data Protection Policy. Any subject access request will be responded to according to the Data Protection Policy.
3. The Governing Board is responsible for the maintenance of this scheme.

#### **FREEDOM OF INFORMATION ACT**

4. This Publication Scheme commits the School 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 School. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
5. The scheme commits the School:
  - To publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
  - To specify the information which is held by the School and falls within the classifications below.
  - To publish proactively 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 School 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 School that has been requested, and any updated versions it holds, unless the School 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 School 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.

## CLASSES OF INFORMATION

There are 7 classes of information we hold:

- I. **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
  - II. **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
  - III. **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews.
  - IV. **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
  - V. **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
  - VI. **Lists and Registers**  
Information held in registers required by law and other lists and registers relating to the functions of the School.
  - VII. **The Services we Offer**  
Information about the services the school provides including leaflets, guidance and newsletters.
6. 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.

## THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

7. The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
8. Where it is within the capability of the School, information will be provided on the School's 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, the School will indicate how information can be obtained by other means and provide it by those means.
9. 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.
10. Information will be provided in the language in which it is held or in such other language that is legally required. Where the School is legally required to translate any information, it will do so.

11. 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.

#### **CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME**

12. 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 School for routinely published material will be justified and transparent and kept to a minimum.
13. Material which is published and accessed on a website will be provided free of charge.
14. Charges may be made for information subject to a charging regime specified by Parliament.
15. Charges may be made for actual disbursements incurred such as:
  - photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information
16. 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.
17. 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 School.
18. 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.

#### **Written Requests**

19. Information held by the School 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.

### **How to request information**

20. If you require a paper version of any of the documents within the scheme, please contact the School by email or letter:

[contact@tiffingirls.org](mailto:contact@tiffingirls.org)

The Tiffin Girls' School  
Richmond Road  
Kingston upon Thames KT2 5PL

21. If the information you are looking for is not available via the Publication Scheme and isn't on our website, you can submit a request to the School in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act 2000.

## GUIDE TO INFORMATION AVAILABLE FROM THE SCHOOL UNDER THE PUBLICATION SCHEME

Information to be published	Where the information can be obtained
<b>Who we are and what we do</b>	
Academy Funding Agreement (includes Articles of Association)	Website
School curriculum	Website
Governors and Members information	Website
School session times and term dates	Website
Location and contact information	Website
Public examination results	Website/DfE Performance Tables
<b>What we spend and how we spend it</b>	
Financial Statements <i>current and previous two financial years</i>	Website
Annual budget plan	Apply in writing
Capital funding	Website for the last three years of financial statements, prior years via Companies House website
Additional funding – Income generation schemes and other sources of funding.	Website for the last three years of financial statements, prior years via Companies House website
Financial audit reports	Website (included in the Financial Statements)
Procurement and contracts	Apply in writing
Pay policy	Apply in writing
Staff allowances and expenses	Apply in writing
Staff pay and grading structures	Apply in writing
Governor allowances and expenses	Apply in writing
Pupil premium funding	Website
Trade Union facility time reporting	Website for the last three years of financial statements, prior years via Companies House website
<b>What our priorities are and how we are doing</b>	
Performance data supplied to the government	Website /DfE website
Latest Ofsted report	Website
Performance management information	Apply in writing
The School's future plans	Apply in writing
Impact assessments – data protection, health and safety, equality, diversity and inclusion	Apply in writing
<b>How we make decisions</b>	
Admissions – arrangements, procedures and information about the right of appeal	Website
Governing Board and committee minutes	Apply in writing

<b>Our policies and procedures</b>	
School policies including: <ul style="list-style-type: none"> <li>• Charging and Remissions policy</li> <li>• Health and Safety policy</li> <li>• Equality, Diversity and inclusion policy and objectives</li> <li>• Complaints procedure</li> <li>• Data Protection policy and privacy notices</li> </ul>	Website Website Website Website Website
Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• Accessibility policy</li> <li>• Anti-bullying policy</li> <li>• Behaviour for learning policy</li> <li>• Careers and work experience policy</li> <li>• Curriculum policy</li> <li>• Online safety policy</li> <li>• Safeguarding policy</li> <li>• SEND policy</li> <li>• Suspension and permanent exclusion policy</li> </ul>	Website Website Website Website Website Website Website Website Website
<b>Lists and Registers</b>	
Asset register	Apply in writing
Company register	Available for inspection
CCTV surveillance cameras	Apply in writing
<b>The services we offer</b>	
Co-Curricular activities	Website
Out of school clubs	Website
Newsletters	Apply in writing