



## **Beths Grammar School's Publication Scheme on information available under the Freedom of Information Act 2000 (Regulations 2018)**

*The Board of Trustees are responsible for maintenance of this scheme.*

### **Introduction: what a publication scheme is and why it has been developed**

1. One of the aims of the Freedom of Information Act 2018 (which is referred to as FOIA in the rest of this document) is that public authorities, including all academies, should be clear and proactive about the information they will make public. This publication scheme sets 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.*
2. This scheme covers information already published and information which is to be published in the future. Where information covered by this scheme is published on our website it is available for you to download and print off.
3. Some information which we hold may not be made public, for example personal information and Student Records.
4. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **School Aims and Objectives**

5. The school aims to:
  - enable every student to maximise academic potential and develop individual talents
  - provide education with character embracing a wide range of enrichment activities
  - provide a stimulating, caring and secure environment building on traditional values and standards
  - challenge students to acquire individual responsibility, respecting the views, values and beliefs of others whilst developing their own
  - create a culture which reflects our technologically advanced era and embraces innovation
  - work with a wide range of partners to ensure young people are able to take full advantage of the lifetime opportunities open to them
  - create a generation of leaders and develop well rounded individuals able to perform to the best of their abilities and progress towards the height of their ambition.

We expect the highest standard of personal conduct, the best possible academic performance and a real commitment to the wider life of the school. In return, we provide a stimulating yet demanding approach to teaching and learning. Further by working in partnership with parents we seek to ensure each student's individual needs are met.

6. This publication scheme explains how information can be obtained to show how we are pursuing these aims.

#### **Categories of information published**

7. This publication scheme provides guidance on the 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" and "topic areas". These are explained and described further in paragraphs 13 - 16 of this scheme.

#### **How to request information**

8. If you require a paper version of any of the documents covered by this scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at [www.beths.bexley.sch.uk](http://www.beths.bexley.sch.uk)

Email: [headsoffice@beths.bexley.sch.uk](mailto:headsoffice@beths.bexley.sch.uk)  
Tel: **01322 556538**  
Fax: **01322 621212**

Contact Address: **Beths Grammar School, Hartford Rd, Bexley, Kent DA5 1NE**

9. To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please)
10. If the information you require is not covered by this scheme and is not on our website, you can still contact the school to ask if we can provide it.

#### **Paying for information**

11. Information published on our website can be downloaded free of charge, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café.
12. Single copies of information published on the School's website are provided free. A charge may be made for other information covered by this scheme where indicated in paragraphs 14 - 17. If your request involves photocopying or printing, incurs a large postage charge, or is for a priced item e.g. some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this is indicated below.
13. A request for information in the educational record by a student or someone acting on their behalf or, a parent in respect of personal data (a Subject Access Request for information under GDPR) held about the student by the school will be charged in accordance with the rates set out in the Charging and Remissions policy. **Note:** As a general guide, a child of 12 or older is expected to be mature enough to make this kind of request.

#### **Classes of Information Currently Published**

14. **School Website** – The table below describes information published on the school website.

Class	Description	Charge Yes / No
<b>School Website</b>	The School website contains information about all elements of the school life, its academic strength, curriculum, innovation, facilities, school community, extra-curricular activities, challenge and creativity, partnership, opportunities and how the School promotes excellence. To view our website: <a href="http://www.beths.bexley.sch.uk/beths/">http://www.beths.bexley.sch.uk/beths/</a>	No

15. **Information relating to the School and Governing Body** – The table below describes information published in the Governor’s Report and in other governing body documents.

Class	Description	Charge Yes / No
<b>Governors Report</b>	The Governors’ Report and Accounts can be found on the Companies House Website <a href="http://www.companieshouse.gov.uk/">http://www.companieshouse.gov.uk/</a>  The report contains information about: <ul style="list-style-type: none"> <li>• The school structure, management and governance and its objects and aims</li> <li>• Achievements and performance</li> <li>• Financial management, responsibilities, accounting policies and statements</li> <li>• Statements on governors responsibilities</li> </ul>	Yes
<b>Funding Agreement</b>	<ul style="list-style-type: none"> <li>• The name of the school</li> <li>• Characteristics of the academy</li> <li>• Academy opening date</li> <li>• Conditions of Grant</li> <li>• Financial and Accounting requirements</li> </ul>	Yes
<b>Articles of Association</b>	Trust objectives Members of the trust General meetings Appointment of Governors Governor Terms of Office Resignation and Removal of Governors Disqualification of Governors Secretary to the Governors Chairman and Vice Chairman of Governors Powers of Governors Committees and Delegation Meetings of Governors Annual Report and Accounts	Yes
<b>Minutes ** of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees for the current and last full academic school year.	Yes
<b>VFM Statement</b>	The statement contains information about the Academy’s use of public assets and funds in providing good value for money during the year and to identify opportunities for potential improvement.	Yes

*\*\* Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this*

16. **Students & Curriculum Policies** - the table below provides information about policies that relate to students and the school curriculum.

Class	Description	Charge Yes / No
Home – school agreement *	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its students for example homework arrangements	No
Curriculum Policy *	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school	No
Sex & Relationships Education Policy *	Statement of policy with regard to sex and relationship education	No
Individual Education Needs Policy *	Information about the school's policy on providing for students with special educational needs and disabilities information	No
Accessibility Plan *	Plan for increasing participation of disabled students in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students	No
Equality Policy *	Policy for promoting disability, gender & race equality	No
Collective Worship *	Statement of arrangements for the required daily act of collective worship	No
Safeguarding & Child Protection Policy *	Statement of policy for safeguarding and promoting welfare of students at the school	No
Discipline Statement *	Statement of general principles on behaviour and discipline	No
Rewards, Behaviour & Support Policy (Discipline)*	Policy to support & underpin the School ethos and promote personal development	No

*\* Information available on our website at [www.beths.bexley.sch.uk](http://www.beths.bexley.sch.uk)*

**17. School Policies and other information related to the school** - The table below provides information about policies that relate to the school in general.

Class	Description	Charge Yes / No
Published reports of Ofsted referring expressly to the school *	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character	No
Examination results*	Summary of examination results and grades achieved at GCSE, AS and A level	No
School Calendar*	Programme of events across the academic year	No
Charging and Remissions Policy*	A statement of the school’s policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips	No
School session times and term dates *	Details of school session and dates of school terms and holidays	No
Health and Safety Policy *	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy	No
Complaints Procedure *	Statement of procedures for dealing with complaints	No
GDPR *	Statement regarding use, management & confidentiality of data held by the school, including retention policies	No

Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures	Yes
Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay	No
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.	Yes
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department for Education to the Headteacher or Governing Body relating to the curriculum	Yes
Admissions Policy *	Policy on admission arrangements	No
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request	Yes

\* Information available on our website at [www.beths.bexley.sch.uk](http://www.beths.bexley.sch.uk)

### Feedback and Complaints

18. The School will endeavour to respond to the request in the timescale set out in the FOIA. However, it may be the case that the task, due to its size, takes longer than the timescale. That being the case, the School will follow the guidance set out in Section 10 of the FOIA: <https://ico.org.uk/media/for-organisations/documents/1165/time-for-compliance-foia-guidance.pdf>
19. 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 Clerk to the Governors**
20. 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: 0303 123 1113**

**Make a complaint:** [Data protection and personal information complaints tool | ICO](#)

**Website :** [Information Commissioner's Office \(ICO\)](#)

**Beths Grammar School  
Freedom of Information Publication Scheme Further  
documents held by the school**

**Name of Document**

Advisory Rights  
Anti-Bullying policy \*  
Code of Conduct for Governors  
Conditions of service - Teachers \*  
Conditions of service – Support Staff  
Continuing Professional Development Policy  
Controlled Assessment Policy \*  
Eye & Eyesight Testing Policy  
Fair Treatment at Work  
Financial Procedures  
Governor Induction Policy  
Governors Visits Policy  
Lettings policy  
School Journey policy  
Sickness Policy (staff)  
Teaching and Learning Policy \*  
Whistleblowing Policy \*

**\* Information can be downloaded free of charge on our website at [www.beths.bexley.sch.uk](http://www.beths.bexley.sch.uk). For other documents there will be a charge.**

*Reviewed: Summer 2024  
Next Scheduled Review Date: Summer 2025*