

Reading Girls' School



Freedom of Information Publication Scheme



**Business &
Enterprise**

December 2015

Guide to information available from Reading Girls' School under the model publication scheme

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)		
Who's who in the school	School website	FOC
Who's who on the governing body and the basis of their appointment	School website	FOC
Instrument of Government	Hard copy on request	POA
Contact details for the Headteacher and for the governing body	School website	FOC
School Prospectus	School website Hard copy on request	FOC
Staffing structure	Electronic copy available on request	FOC
School session times and term dates	School website	FOC

Guide to information available from Reading Girls' School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (Financial information relating to projected income and actual income and expenditure, procurement, contracts and financial audit)		
Annual budget plan and financial statements	Hard copy on request	POA
Pay policy	Hard copy on request	POA
Charging policy	School website	FOC
Governors' allowances	School website	FOC

Guide to information available from Reading Girls' School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing		

(Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile <ul style="list-style-type: none"> • Latest OFSTED report 	School website	FOC
Performance management policy and procedures adopted by the governing body	Electronic copies available on request	FOC
Instrument of Government	Hard copy on request	POA
Contact details for the Head teacher and for the governing body	School website	FOC
School Development Plan	Hard copy on request	POA
Statutory information	School website	FOC

Guide to information available from Reading Girls' School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years		
Admissions policy	Electronic copy on request School website	FOC
Agendas of meetings of the governing body and its sub committees	Hard copies available on request	POA
Minutes of meetings above (as above) nb – this will exclude information that is properly regarded as private to the meetings	Reference copies available in School Library	POA

Guide to information available from Reading Girls' School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

<p>School policies including</p> <ul style="list-style-type: none"> ● Equality Objectives ● Health and Safety/Accessibility Plan ● Complaints Policy ● Allegations of Abuse against Staff ● Admissions Policy ● Safeguarding Policy ● Disciplinary Policy ● Exclusion Policy ● Trips and Visits 	<p>School website</p>	<p>FOC</p>
<p>Student and curriculum policies including:</p> <ul style="list-style-type: none"> ● Home school agreement ● Curriculum Policy ● Special Educational Needs ● Sex and Relationship Policy ● Collective Worship Policy 	<p>School website</p>	<p>FOC</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> ● Fair Processing Notices and Data Protection 	<p>School Website</p>	<p>FOC</p>

Guide to information available from Reading Girls' School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Registers	Electronic copies on request	FOC
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copies on request	

Guide to information available from Reading Girls' School under the model publication scheme

Information to be published	How the information can be obtained	Cost
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		
Extra-curricular activities	School website	FOC
School publications eg newsletter	School website	FOC
Services which the school is entitled to recover a fee, together with those fees	School website	FOC

Guide to information available from Reading Girls' School under the model publication scheme

Contact details: admin@readinggirls.reading.sch.uk

Reading Girls' School, Northumberland Avenue, Reading, Berkshire RG2 7PY

Schedule of Charges

This describes how the charges have been arrived and are published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 2p per sheet (black and white)	Actual cost *

	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
FOC	Free of charge	
POA	Price on Application	