**Freedom of Information Policy**

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| **Approved by:** | Mufti Javid |  |
| **Last reviewed on:** | November 2021 | |
| **Next review due by:** | November 2022 | |

**Freedom of Information Publication 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 scheme covers information already published and information which is to be published in the future. All information in our publication scheme is 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.

1. **Aims and Objectives**

The school aims to:

* Promote Islamic spiritual and moral values.
* Provide a well-balanced education.
* Nurture and develop its students for the benefit of the individual student and the collective benefit of society by instilling outstanding moral principles and a desire to attain standards of excellence in all aspects of life.
* Educate its students to aim to make a positive contribution to society as a whole.
* Enable every child to fulfil her learning potential, with education that meets the needs of each child,
* Help every child develop the skills, knowledge and personal qualities needed for life and work,

This publication scheme is a means of showing how we are pursuing these aims.

1. **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 areas:

* **Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

* **Class 2 – What we spend and how we spend it**
* (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)
* **Class 3 – What our priorities are and how we are doing**
* (Strategies and plans, performance indicators, audits, inspections and reviews)
* **Class 4 – How we make decisions**
* (Decision making processes and records of decisions)
* **Class 5 – Our policies and procedures**
* (Current written protocols, policies and procedures for delivering our services and responsibilities)
* **Class 6 – Lists and Registers**
* **Class 7 – The services we offer**
* (Information about the services we offer, including newsletters produced for the public)

1. **How to request information**

Individuals can request a copy of the information you want from the contact detailed below or visit our website at [www.pmghs.com](http://www.pmghs.com)

If the information isn't available via the scheme and isn't on our website, it can still be requested provided it is available to the school. In this instance, the school can be contacted by telephone, email or letter.

Email: info@pmghs.com

Tel: 01772 651906

Contact Address: *Mr Uzair Patel. Preston Muslim Girls High School,*

*The Crescent, Deepdale Mill Street, Deepdale, Preston, PR1 5BY, Tel: 01772 651906*

To help to process the request quickly, any correspondence should be marked "PUBLICATIONS SCHEME REQUEST" (in bold CAPITALS).

**Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise. If the request means that significant photocopying or printing, or large postage is required, then the person requesting the information will be notified of the cost before fulfilling the request.

Information published on our website is free. If a person does not have access to the internet, they may request the information be sent to them through the post.

**6. Classes of Information Currently Published**

**Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage)** |
| Who’s who in the school | Available from the administration Office (General Section of the Staff Handbook) | Free |
| Who’s who on the governing body and the basis of their appointment | Available from administration Office (SM, PA to the Principal) | Free |
| Instrument of Government | Available from the Office  (DM, PA to the Principal) | Free |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used) | Available from administration Office (SM, PA to the Principal) | Free |
| School prospectus | Available from the School Website and Administration Office. | Free |
| Staffing structure | Available from the administration Office (General Section of the Staff Handbook) | Free |
| School session times and term dates | Available from the administration Office (General Section of the Staff Handbook) | Free |

**Class 2 – What we spend and how we spend it**

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

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage)** |
| 2.1 Annual budget plan and financial statements | Available from the Administration Office (YP, Business Manager, Annual budget) | Free |
| 2.2 Capitalised funding | Available from the Administration Office (YP, Business Manager, Annual budget) | Free |
| 2.3 Additional funding | Available from the Administration Office (YP, Business Manager, Annual budget) | Free |
| 2.4 Procurement and projects | Available from the Administration Office (YP, Business Manager, Financial Records) | Free |
| 2.5 Pay policy | Available from the Administration Office (MN, HR Operations Manager, policy database) | Free |
| 2.6 Staffing and grading structure | Available from the Administration Office (MN HR Operations Manager) | Free |
| 2.7 Governors’ allowances | Available from the Administration Office (YP, Business Manager, Financial Records) | Free |

**Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage** |
| 3.1 School profile  3.2 Government supplied performance data  3.3 The latest Ofsted report | Available from website or the administration Office  (DF, Deputy Head, Standards) | Free |
| 3.4 Performance management policy and procedures adopted by the governing body. | Available from the administration Office (general section of the handbook) | Free |
| 3.5 Schools future plans | Available from the administration Office  (School Improvement Plan, Strategic Development Plan) | Free |
| 3.6 Every Child Matters – policies and procedures | Available from the administration Office (Staff Handbook)  Safeguarding Policy, E-Safety Policy, Pastoral Structure, Attendance Policy,  Anti-Bullying Policy,  Behaviour Management Policy, Careers Education & Guidance | Free |
| Free |

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage** |
| 4.1 Admissions policy/decisions (not individual admission decisions) | Available from Administration Office  (or from LCC Council Website as per all Local Authority Schools) | Free |
| 4.2 Agendas of meetings of the governing body and its sub-committees | Available from administration Office (SM, PA to the Principal) | Free |
| 4.3 Minutes of meetings (as above) | Available from administration Office (SM, PA to the Principal) | Free |

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage** |
| 5.1 School policies including:  Charging and remissions policy  Health and Safety Policy  Complaints procedure  Staff Disciplinary policy  Freedom of Information Policy  Equality and Diversity (including equal opportunities) Policies  Safer Recruitment Policy | Available from administration Office (MN, HR Operations Manager, Policy Database) | Free |
| 5.2 Pupil and curriculum Policies, including:  Home-school agreement  Curriculum  Sex education  Special educational needs  Accessibility  Single Equality Scheme  Collective worship  Careers Education  Rewards & Sanctions Policy | Available from administration Office (MN, HR Operations Manager, Policy Database) | Free |
| 5.3 Records management and personal data policies, including:  Information security policies  Records retention destruction and archive policies  Data protection (including information sharing policies) | Available from administration Office (MN, HR Operations Manager, Policy Database) | Free |
| 5.4 Charging regimes and policies. | Available from administration Office (MN, HR Operations Manager, Policy Database) | Free |

**Class 6 – Lists and Registers**

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage** |
| 6.1 Curriculum circulars and statutory instruments | Available from administration Office (MN, HR Operations Manager, Policy Database) | Free |
| 6.2 Disclosure logs | Available from administration Office | Free |
| 6.3 Asset register | Available from administration Office (YP, Business Manager) | Free |
| 6.4 Any information the school is currently legally required to hold in publicly available registers | Available from administration Office  (YP Business manager) | Free |

**Class 7 – The services we offer**

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

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| **Information to be published** | **How the information can be obtained** | **Cost**  **(excluding cost of reprographics & postage** |
| 7.1 Extra-curricular activities | Available from administration Office | Free |
| 7.2 Out of school clubs | Available from administration Office | Free |
| 7.3 School Newsletter | School Website and available from Administration Office. | Free |

**7. Feedback and Complaints**

The school welcomes any comments or suggestions about the scheme. Any such comments, request for further assistance or complaints should be addressed to:

***Preston Muslim Girls High School. The Crescent, Deepdale Mill Street, Preston, PR1 6QQ***

Following such a request or complaint, if a person is not satisfied with the assistance they have received or if their complaint has not been resolved, they may choose to make a formal complaint 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 545 745**

**E-mail:** [**publications@ic-foi.demon.co.uk**](mailto:publications@ic-foi.demon.co.uk)