



PRESTON MUSLIM GIRLS
HIGH SCHOOL

Education with Patience Modesty Gratitude Humility Sincerity

Freedom of Information Policy

Approved by:	Headteacher
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Last reviewed on:	January 2022
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Next review due by:	January 2023
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The Crescent, Deepdale Mill Street, Deepdale, Preston, PR1 5BY



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.

2. 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.

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 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)

4. 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

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)

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	Free
Instrument of Government	Available from the administration Office	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 (PA to the Headteacher)	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
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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)

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 Finance Office (Annual budget)	Free
2.2 Capitalised funding	Available from the Finance Office (Annual budget)	Free
2.3 Additional funding	Available from the Finance Office (Annual budget)	Free
2.4 Procurement and projects	Available from the Finance Officer	Free
2.5 Pay policy	Available from the HR Office	Free
2.6 Staffing and grading structure	Available from the Administration Office	Free
2.7 Governors' allowances	Available from Finance Office	Free

Class 3 – 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	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 (Headteacher, Deputy Head, Standards)	Free
3.4 Performance management policy and procedures adopted by the governing body.	Available from the HR Office (general section of the handbook)	Free
3.5 Schools future plans	Available from the Headteacher & Deputy Head (School Improvement Plan, Strategic Development Plan)	Free
3.6 Every Child Matters – policies and procedures	Available from the administration Office (Staff Handbook)	Free
	Safeguarding Policy, E-Safety Policy, Pastoral Structure, Attendance Policy, Anti-Bullying Policy, Behaviour Management Policy, Careers Education & Guidance	Free



Class 4 – How we make decisions

(Decision making processes and records of decisions)

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 (PA to the Headteacher)	Free
4.3 Minutes of meetings (as above)	Available from administration Office (PA to the Headteacher)	Free

Class 5 – Our policies and procedures

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

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	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	Free
5.3 Records management and personal data policies, including: Information security policies Records retention destruction and archive policies	Available from administration Office	Free



Data protection (including information sharing policies)		
5.4 Charging and remission policies.	Available from Finance Office	Free

Class 6 – Lists and Registers

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, Policy Database)	Free
6.2 Disclosure logs	Available from administration Office	Free
6.3 Asset register	Available from Finance Office	Free
6.4 Any information the school is currently legally required to hold in publicly available registers	Available from administration Office	Free

Class 7 – 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	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

