



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

Freedom of Information Publication Scheme

Document Information

Role of individual completing review:	Senior Office Data Manager
Approved by:	FGB committee
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Date of next review:	July 2029
Additional notes:	No updates

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On information available under the Freedom of Information Act 2000

The Governing Body is responsible for maintenance of this 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 either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

2. Aims and Objectives

The **aims** of our school are that the Governors and staff work together:

- for every child to develop an understanding of excellence, a desire for knowledge, an enquiring mind and an enjoyment of learning
- to develop all children as life-long learners
- to develop all children as responsible, caring members of the community
- to develop all children as motivated individuals who strive for the highest possible achievements
- to develop all children to have high self- esteem, who are respectful of themselves, others and the environment.

Together we are always reviewing and implementing our practices to improve:

- a broad, balanced and well taught curriculum
- the effective teaching of basic skills
- the capacity of our staff to manage and develop children in a challenging context.
- a safe, ordered and secure environment
- the overall performing arts provision throughout the school
- partnerships with parents and the wider community
- extended school services
- high expectations, excellent progress and high academic standards
- an ethos of mutual respect, care, support, encouragement and inclusion
- a recognition and celebration of everyone's achievements and success.

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and 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 four broad topic areas:

School Prospectus – information published in the school prospectus

Governors' Documents – information published on the school website and in other governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: enquiry@hodgehgs.bham.sch.uk Tel: **0121 464 3094** Contact Address: **Hodge Hill Girls' School, Bromford Road, Hodge Hill, Birmingham, B36 8EY**

or you can visit our website at: www.hodgehgs.bham.sch.uk

To help us process your request quickly, please clearly mark any correspondence **"PUBLICATION SCHEME REQUEST"** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we are required to carry out a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or DVDs we will let you know the cost before fulfilling your request. Where there is a charge, this will be indicated by a £ sign in the description box.

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6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus	The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion): • the name, address and telephone number of the school, and the type of school • the names of the head teacher and chair of governors • information on the school policy on admissions • a statement of the school's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the school's policy on providing for pupils with special educational needs

Governor's Documents and other information relating to the governing body– this section sets out information published on the school website and in other governing body documents.

Class	Description
Pupil Premium	• The allocation of funding to the school, its use and impact on attainment.
Instrument of Government	• The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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Curriculum, School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Report Cards of Ofsted referring expressly to the school	Published report cards 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
Assessment Feedback and Presentation Policy	This policy outlines the procedures the school follows to ensure that assessment practices are used consistently across the school. This also includes how children's work is marked.
Anti-Bullying Policy	This policy sets out All forms of bullying and will work rigorously to ensure that all incidents of bullying reported to us is fully recorded and investigated. Sanctions will be taken against pupils who are found to have bullied other pupils.
Attendance and Punctuality Policy	This policy sets out the school's plans to encourage and support parents with good attendance including procedures around requesting sessions of absence and how attendance data is held.
Behaviour Policy	A policy to enable everyone to feel safe while at school and encourage pupils to report incidents. Outlines how pupils are expected to behave with an emphasis from all teaching and non-teaching staff on promoting positive behaviour for learning.
Careers Strategy Policy	This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.
Careers – Provider Access Policy	This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.
Charging and Remissions Policies	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
Code of Conduct for Visitors and Parents	This document provides an explanation of the acceptable standard of behaviour expected from visitors to the school premises and those interacting with its pupils and staff in order make this school a safe place to learn, work and visit.

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Collective Worship Policy Statement	This outlines the school's delivery of Collective Worship and details of how a child can be withdrawn from this. This is also included in the School Prospectus.
Complaints procedure	Statement of procedures for dealing with complaints
Curriculum Policy	This policy outlines the School's aim is to develop a broad and balanced curriculum for every student that builds on their experiences in Key Stage 1 and Key Stage 2 and that helps all them to become successful learners, confident individuals and responsible citizens.
Data Protection Policy	UK GDPR policy which sits alongside the Data Protection Act 2018.
Examinations Policy	The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.
School session times and term dates	Details of school session and dates of school terms and holidays
Learning Outside the Classroom Policy	This policy is designed to help the school sustain and promote a broad range of offsite Educational Visits and extra-curricular activities whilst ensuring that pupils and staff stay safe and healthy whilst participating in such opportunities.
Managing serial and unreasonable complaints	Policy to help to deal with all complaints fairly and impartially, and to provide a high-quality service to those who complain.
Medical Policy for Pupils	A policy to support pupils who have a medical condition. This policy has been written with the guidance of Birmingham City Council supplemental guidance of the administration of medicines in schools and settings (February 2018)
Online Safety Policy	This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation.
Parents/Carers Privacy Notice	This Privacy Notice explains how we collect, store and use personal data about parents and carers of pupils at our school.

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Privacy Notice – Parents/Pupils	This Privacy Notice explains how we collect, store and use personal data about pupils at our school.
Privacy Notice – Staff/Governors	This Privacy Notice explains how we collect, store and use personal data about Staff and Governors at our school.
Privacy Notice - Visitors	This Privacy Notice explains how we collect, store and use personal data about Visitors at our school.
Pupil School Record Keeping Policy	The School follows and adheres to the Birmingham Pupil Record Keeping and Management Guidance – ‘An Essential Guide for Schools, Education and Early Years Settings’ and the Department for Education ‘Keeping Children Safe in Education’ Statutory guidance for Schools and Colleges. Retention periods, in general, are based on guidance in the Information and Records Management Society’s Toolkit for Schools.
RSE Policy	All pupils at our school are taught Relationships, Sex and Health Education in line with current government guidance, through PSHCE lessons.
Remote Learning Information for Parents	This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.
School Accessibility Plan	Plan to improve access for pupils with SEND.
Special Education Needs and Disability Policy	This policy outlines the school’s approach to meeting the needs of learners across the school.
Special Education Needs Information Report	This document provides key information on the provision for Special Education Needs at Hodge Hill Girls School.
SMSC Policy	Providing wide-ranging opportunities for pupils to experience spiritual, moral, social, cultural development and physical well-being. Ensuring that fundamental British Values are at the heart of the school’s work. Enabling pupils to be thoughtful, caring and active citizens in school life and the wider community

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7. Feedback and Complaints

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: Ms. B. Harper, Headteacher's PA at Hodge Hill Girls' School, Bromford Road, Hodge Hill, Birmingham, B36 8EY.

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

Enquiry/Information Line: 0303 123 1113

E Mail: casework@ico.org.uk

Website: ico.org.uk

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Annex A – further documents held by the school

Name of Document	Description
Admissions Policy	Adopted policy of Birmingham Local Authority Admissions Code.
Safeguarding Model Policy	Adopted Policy of Birmingham Local Authority: Child Protection – Managing Allegations and Concerns, Policy, Procedures and Guidance
Business Continuity Plan	This plan is the operational procedures of how the school will react if and when an emergency occurs.
Equal Opportunities in Employment Policy	The Governing Body is committed to a policy of equal opportunities in employment whereby individuals are selected, trained, promoted and treated on the basis of their relevant merits, skills and competency.
Equality and Diversity Policy	To use performance data to monitor student achievement and respond to variations between groups of learners (Disadvantaged, Haps, Maps, Laps and SEND) To audit the involvement of different student groups (e.g. pupil premium, SEND etc) in enrichment activities (clubs, visits, leadership opportunities) To continue the promotion and celebration of SMSC through appropriate curricular opportunities, with reference to equality and diversity.
Health and Safety Policy	A policy that outlines procedures and protocols in school that enable the school environment to operate in a safe and manageable way that protects all stakeholders.
No Platform Policy 2023	Birmingham Local Authority Policy – Responding to speakers promoting messages of hate and intolerance in Birmingham
Performance Management Policy	A policy created by the Governing Body of the school and relates to all teaching staff.
Pay Policy	A policy created by the Governing Body of the school and relates to all teaching staff.