

Southend High School for Girls - Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Southend High School for Girls (SHSG) is a foundation grammar school for girls. Prospectuses for the school and VI Form are available from the Headteacher's PA on 01702 583076.</p>	<p>Our address is:- Southchurch Boulevard, Southend on Sea, Essex SS2 4UZ. Tel 01702 588852. Fax 01702 587181 www.shsg.org</p>	<p>Free of Charge</p>
<p>Who's who in the school – The Headteacher is Mrs Alison Clewlow. The Senior Leadership Team and staff can be contacted via the Headteacher's PA.</p>	<p>Contact the Headteacher's PA on 01702 583076.</p>	<p>Free of Charge</p>
<p>Who's who on the governing body and the basis of their appointment: - Mrs Ager (staff), Mr Bacon (parent), Canon Ballard (partnership), Dr Barnard (Chairman, partnership), Mr Bouch (parent), Mr Casey (parent), Mrs Cheema (parent), Mrs Clewlow (headteacher, staff), Mr Cormack (partnership), Mrs Edwards (community), Mrs Everett (partnership), Mr Gasper (LEA), Mrs Galley (community), Mr Jeffery (parent), Miss Jessop (community), Mrs Lamont (partnership), Mr Newling (community), Mr Quinlan (associate), Mrs Raffan (parent).</p>	<p>Contact The Clerk to the Governors C/o the school.</p>	<p>Free of Charge</p>
<p>SHSG's Instrument of Government was sealed by Southend on Sea Borough Council on 5/12/2003.</p>	<p>Contact The Clerk to the Governors C/o the school.</p>	<p>Free of Charge</p>
<p>Annual Report - The school does not produce an annual report.</p>		<p>N/a.</p>
<p>Staffing structure</p>	<p>Non confidential information is available from the Administration Manager, 01702 583079.</p>	<p>Free of charge</p>

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School session times and term dates These are published on our website and are also available at the school.	Details are available from the Headteacher's PA, Reception and our website.	Free of charge
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) Current and previous financial year as a minimum	A copy of the school's Financial Regulations and / or most recent annual accounts can be obtained from The Bursar.	Fin Regs. £5 A/c Free of Charge
Annual budget plan and financial statements	Non confidential data is available upon request from the Bursar.	£5
Capitalised funding	Details available upon request from the Bursar.	Free of charge
Additional funding	A copy of the most recent annual School Fund accounts can be obtained from the Bursar.	Free of Charge
Procurement and projects The school has adopted Southend on Sea Borough Council's contract procedure regulations.	Please contact The Bursar.	Free of Charge
Pay policy	A copy of the school's Pay Policy is available for staff from the Administration Manager.	£5 Staff free of charge
Staffing and grading structure	Non confidential information may be obtained from the Administration Manager on 01702 583079.	Free of Charge

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Governors' allowances	Allowances are not paid to governors. Governors may request reimbursement of out of pocket expenses.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
School profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> Summary Full report 	The school profile can be viewed at www.teachernet.gov.uk details are available from the Ofsted website	Free of charge
Performance management policy and procedures adopted by the governing body.	A copy of the school's Performance Management Policy is available from the Administration Manager.	£3 Staff free of charge
Schools future plans	Contact the Headteacher via her PA.	
Every Child Matters – policies and procedures	Contact the Headteacher via her PA.	
Class 4 – How we make decisions (Decision making processes and records of decisions) The school governors meet regularly as do the: - Senior Leadership Team, Heads of Faculties and following sub committees:- Student and Curriculum Matters Committee Premises and Health & Safety Committee Finance Committee Pay & Personnel Committee	Minutes of governors meetings are available from the Clerk to the Governors. Please contact the committee chairman via the Clerk to The Governors	10p per page

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Admissions policy/decisions (not individual admission decisions) The Admissions Policy is updated annually.	A copy of the Admissions Policy is available from the headteacher's PA.	Free of Charge
Agendas of meetings of the governing body and (if held) its sub-committees	These are available from the Clerk to the Governors.	10p per page
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meetings.	Minutes of governors meetings and sub committee meetings are available from the Clerk to the Governors.	10p per page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) The school adopts numerous policies some of which are listed below.	Contact The Clerk to The Governors C/o the school.	10p per page
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy (free of charge) • Financial Regulations • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	These, and others, are available from the Clerk to The Governors.	£5 each Free to staff

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<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>These are available from the Clerk to The Governors.</p>	<p>£3 each</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Student Records are maintained for up to seven years after a student has left the school. • Contact the school via the secretary or Clerk to the Governors. 	<p>The school is registered under the Data Protection Act 1998. Our Registration No. is Z7431995.</p>	
<p>Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>A copy of the schools charging and remissions policy is available from the Clerk to the Governors.</p>	<p>Free of charge</p>
<p>Class 6 – Lists and Registers</p>		
<p>Inventories / Asset register</p>	<p>Please contact the school Bursar if you require details of the school's equipment and buildings.</p>	<p>10p per page</p>

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Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		10p per page
Class 7 – The services we offer (Current Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	A copy of the school's "Weekly Gazette" and other documents are available on the school website and/or from Reception.	Free of Charge
Extra-curricular activities - The school offers a broad range of extra curricular activities and clubs.	Contact the activity leader or headteacher's PA.	Free of charge
Out of school clubs	Contact the activity leader or headteacher's PA.	Free of charge
School publications	Contact Reception or the headteacher's PA.	Free of charge
Services for which the school is entitled to recover a fee, together with those fees	The school may levy actual charges for accommodation on residential study courses and for extra curricular activities. A copy of the Charging and Remissions policy is available from the Clerk to the Governors.	Free of charge
Leaflets books and newsletters	Contact Reception or the headteacher's PA.	Free of Charge

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<p>Additional Information</p> <p>School Contact details: Southend High School for Girls Southchurch Boulevard Southend on Sea Essex SS2 4UZ.</p> <p>Tel:01702 588852 Fax:01702 587181 E:mail office@shsg.org</p>		
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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @10p per sheet (black & white)	Approximate cost of paper, toner, machine and labour.
	Photocopying/printing @20p per sheet (colour)	Approximate cost of paper, toner, machine and labour.
	Postage	Actual cost of First or Second class Royal Mail, or courier charge.
Statutory Fee		Nil – (or In accordance with the relevant legislation / actual statute)
Other		