



Newport Girls' High School Freedom of Information Publication Scheme

The school has adopted the model publication scheme for public authorities (which includes schools), prepared and approved by the Information Commissioner. The model publication scheme can be accessed here: <https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>

Guide to information available from Newport Girls' High School.

Information to be published	How the information can be obtained	Cost
Class I – Who we are and what we do		
Information about us; our structures, locations and contacts	Website https://www.nghs.org.uk/about-us	Free
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website Who to contact: https://www.nghs.org.uk/for-parents/who-to-contact	Free
Headteacher's contact details	Website https://www.nghs.org.uk/contact/	Free
Who's who in the Academy	Website SLT - https://www.nghs.org.uk/about-us/senior-leadership-team-2025-2026 Safeguarding - https://www.nghs.org.uk/c/safeguarding/ Pastoral - https://www.nghs.org.uk/c/pastoral-team/	Free
Who's who on the Board of Trustees	Website https://www.nghs.org.uk/about-us/governance	
Trustees' contact details	Website https://www.nghs.org.uk/contact/	Free
Articles of Association	Website https://www.nghs.org.uk/about-us/academy-finance/	Free
School Prospectus/Curriculum	Website Prospectus - https://www.nghs.org.uk/admissions/prospectus	Free

	Sixth Form Prospectus - https://www.nghs.org.uk/sixth-form/sixth-form-prospectus 16 – 19 Curriculum - https://www.nghs.org.uk/academic/16-19-curriculum GCSE Options - https://www.nghs.org.uk/academic/gcse-options KS3 Curriculum - https://www.nghs.org.uk/academic/ks3-curriculum/	
School session times and term date	Website Term dates - https://www.nghs.org.uk/for-parents/term-dates-2025-26T Times of the day - https://www.nghs.org.uk/academic/the-school-day/	Free
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Website https://www.nghs.org.uk/about-us/academy-finance/	Free
Annual accounts	Website https://www.nghs.org.uk/about-us/academy-finance/	
Expenditures (items over £2000)	Website https://www.nghs.org.uk/about-us/academy-finance/	Free
Capital funding	Website https://www.nghs.org.uk/about-us/academy-finance/	Free
Financial audit reports	Website https://www.nghs.org.uk/about-us/academy-finance/	Free
Procurement and contracts we have entered into	Available on request	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Available on request	Free
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Available on request	Free
Staff pay and grading structure	Website Executive pay disclosure: https://www.nghs.org.uk/about-us/academy-finance/ Structure available on request	Free
Details of any premiums we receive such as Pupil Premium	Website https://www.nghs.org.uk/about-us/premium-funding/	Free
Class 3 - What our priorities are and how we are doing		

School performance	Website https://www.nghs.org.uk/about-us/school-performance	Free
Ofsted report	Website https://www.nghs.org.uk/about-us/ofsted-report/	Free
Performance Management Information	Hard copy	POA
Future Plans	Published on website when applicable	Free
Exam and assessment results	Website https://www.nghs.org.uk/about-us/school-performance/	Free
Performance Tables	Website https://www.nghs.org.uk/about-us/school-performance/	Free
School profile and performance data supplied to the English Government	https://www.compare-school-performance.service.gov.uk/school/136516/newport-girls--high-school-academy	
Careers programme information	Available on request	Free
The Academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	Website as relevant	Free
Data Protection Impact Assessments or any other impact assessments	Hard Copy	POA
Class 4 – How we make decisions		
Admissions Policy and decisions	Website https://www.nghs.org.uk/admissions/admissions-policy/	Free
Minutes of meetings of Governing Body	Hard Copy	POA
Class 5 – Our policies and procedures		
School policies and other documents	Website Policies including Behaviour and Rewards, Complaints, First Aid, ICT and Acceptable Use, Marking and Feedback, School Trips, SEND, Supporting Students with Medical Conditions, Teaching and Learning, Whistle Blowing: https://www.nghs.org.uk/about-us/policies/ Other policies: Hard Copy	Free POA
Records management	Website Data Protection Policy, CCTV Policy, Privacy Notices: https://www.nghs.org.uk/about-us/policies/	Free POA

Data protection (including information sharing and CCTV Policy)	Record retention schedule: Hard Copy	
Equality and Diversity	Website Equality Information and Objectives Plan: https://www.nghs.org.uk/about-us/policies/	Free
Safeguarding and Child Protection	Website Child Protection and Safeguarding Policy: https://www.nghs.org.uk/about-us/policies/ Other safeguarding information: https://www.nghs.org.uk/c/safeguarding/	Free
Health and Safety Policy	Hard Copy	POA
Policies and procedures relating to recruitment and human resources	Hard Copy	POA
Special Educational Needs	Website https://www.nghs.org.uk/about-us/policies	Free
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Hard Copy	Free
Pay Policy	Hard copy	Free
Vacancies	Website https://www.nghs.org.uk/about-us/recruitment/	Free
Careers Information	Hard Copy	Free
Charging and remissions	Website https://www.nghs.org.uk/about-us/policies/	Free
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Hard copy	POA
CCTV - Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy	POA
Disclosure Logs	Hard copy	POA
Asset register and Information Asset register	Hard copy	POA
Any information we are currently legally required to hold in publicly available registers	Hard copy	POA
Class 7 – The services we offer		

Extra-curricular activities	Website https://www.nghs.org.uk/wider-life-2/clubs-and-activities/	Free
Out of school/academy clubs	Website https://www.nghs.org.uk/wider-life-2/	Free
Care and Support	Website https://www.nghs.org.uk/c/	Free
School Newsletters	Website https://www.nghs.org.uk/for-parents/newport-news	Free
Services for which we are entitled to recover a fee, together with those fees	Please contact the school via schooloffice@nghs.org.uk	POA
Requests for paper copies of information	Please contact the school via schooloffice@nghs.org.uk	POA
Our publications not listed above	Please contact the school via schooloffice@nghs.org.uk	POA

Where hard copies are requested to be posted, postage will be charged at the actual cost incurred, this will be advised before posting.