



Re-founded 1555

Ripon Grammar School

Engineering Specialism within a Grammar School



School Publication Scheme

The school has adopted the model publication scheme (Version 1.1), for public authorities (which includes schools), prepared and approved by the Information Commissioner. The model information scheme is as follows - for clarification any reference to 'authority' means the school:-

Model Publication Scheme

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying

- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Date: March 2018

Next Review: As and when

Freedom of Information

Guide to information available from Ripon Grammar School under the model publication scheme

Information to be published	How the information can be obtained	Cost 10p per page
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who in the school	Hard copy Contact: Headmaster's Secretary	10p/page
Who's who on the governing body and the basis of their appointment	Website www.ripongrammar.co.uk	Free
Instrument of Government Terms of Reference for Committees	Website www.ripongrammar.co.uk	Free
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard copy Contact: Headmaster's Secretary	10p/page
School prospectus	Website www.ripongrammar.co.uk	Free
Annual Report	Website www.ripongrammar.co.uk	Free
Staffing structure	Hard copy Contact: Headmaster's Secretary	10p/page
School session times and term dates	Website www.ripongrammar.co.uk	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) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy Contact: Bursar	10p/page
Capitalised funding	Hard copy Contact: Bursar	10p/page
Additional funding	Hard copy Contact: Bursar	10p/page
Procurement and projects	Hard copy Contact: Bursar	10p/page
Pay policy	Website www.ripongrammar.co.uk	Free

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report - Summary and Full report 	<p>Website www.ripongrammar.co.uk</p>	Free
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>admin@ripongrammar.co.uk</p>	Free
<p>Schools future plans: 5 year strategic plan</p>	<p>Website www.ripongrammar.co.uk</p>	Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions)</p>	<p>Website www.ripongrammar.co.uk</p>	Free
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p>Hard copy Contact: Clerk to the Governors</p>	10p/page
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.</p>	<p>Hard copy Contact: Clerk to the Governors</p>	10p/page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>School policies including:</p> <p>16-19 Bursary Fund Policy</p> <p>Absence Guidance (Letter dated 3 October 2014 on website)</p> <p>Admissions Policy - Boarding</p> <p>Admissions Policy - Sixth Form</p>	<p>All Policies are available either on the website www.ripongrammar.co.uk or by contacting admin@ripongrammar.co.uk</p>	Free

Freedom of Information

Guide to information available from Ripon Grammar School under the model publication scheme

Admissions Policy - Third Form		
Anti-bullying Policy		
Assessment Policy		
Attendance Management Policy		
Behaviour & Discipline in Schools - Advice from DfE (Guidance and as part of the Positive Behaviour Policy)		
Boarders' Medical Policy		
Boarding Fees Policy		
Budget Management Policy		
Capability Policy & Procedure - Schools		
Careers Education, Information Advice & Guidance Policy		
Charging Policy		
Child Protection Policy and supporting documents		
Complaints Policy & Procedure		
Curriculum Statement & List of Subjects		
Data Protection Policy		
Developing Performance and Capability Responsibilities		

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Guide to information available from Ripon Grammar School under the model publication scheme

Developing Performance Policy and Procedure - Schools		
Disciplinary Policy & Procedure		
Drugs & Drugs Education Policy		
Educational Off-Site Visits - Appendix 1		
Educational Visits Policy - October 2014		
Examination Policy		
Flexible Working Policy & Procedure		
Food Policy		
Force & Restraint of Pupils Policy		
Home-School Agreement		
ICT - Acceptable use of ICT equipment and data security policy for staff		
ICT – Acceptable Internet use Statement for students		
ICT - Extension of Access to Internet		
ICT – E-Protocol		
ICT - Internet Permission Form		
ICT - Internet Policy for Students		
Increments Policy for Support Staff		

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Information Policy		
Instrument of Government		
Laptop & Tablet Loan Agreement Policy		
Leave Policy & Summary Charts, and Leave Guidance		
Lettings Policy		
Literacy Policy		
Managing Staff working Beyond State Retirement Age		
Medical Regulations		
Mini-bus Policy		
Missing Boarders crisis file entry		
Missing Student Policy		
National Minimum Standard (NMS) 2013		
Numeracy Policy		
Pay Policy & Pay Policy Synopsis		
Physical Activity Policy		
Positive Behaviour Flowchart		
Positive Behaviour Policy & Rewards Policy		

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Privacy Notice		
PSHCEe Policy Document		
Publication Scheme Policy		
Pupil Premium Strategy Policy		
Rarely Cover Policy		
Records, Retention & Archive Guidance with Information Policy		
Recruitment and Selection Policy & Procedure		
Reorganisation, Redundancy & Redeployment Policy & Procedure		
Resolving Issues at Work Policy & Procedure		
School Improvement Plan		
Search Policy		
Searching, screening and confiscation advice - February 2014 (DfE)		
SEN Policy & Procedures including Able, Gifted & Talented and Accessibility Plan		
SEN – Annual Report to Parents on SEN		
Sex & Relationship Education Policy		
Single Equality Scheme		

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SMSC Policy		
Staff Behaviour Policy/Guidance for Safer Working Practice		
Staff Care Network		
Staff Code of Conduct Policy		
Staff Confidentiality Policy		
Staff Induction Policy & Procedure		
Stress Management Guidance to managing stress and wellbeing.		
Stress Management Policy		
Terms of Reference for Committee		
Uniform & Regulations		
Whistleblowing Policy 2014 - NYCC		
Health & Safety Policies		
Access to School Premises Policy		
DBS Contractors NYCC Guidance		
First Aid Policy - Boarding		
Health & Safety Policy		
Leaflet for Contractors on Site - Safeguarding		

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<p>Risky Areas of School Buildings & Grounds</p> <p>Smoke-free Workplace Policy</p> <p>Supervision of Ancillary, Contract & Unchecked Staff</p> <p>‘HANDS’ Policies</p> <p>Bomb Threat Policy</p> <p>COSHH - Guidance Notes</p> <p>COSHH Policy Pre-risk Assessment</p> <p>Emergency Procedures - Out of Hours Policy</p> <p>Fire Safety Policy</p> <p>Health & Safety Training Policy</p> <p>Interactive Whiteboards Policy</p> <p>Lone Worker Policy & Guidance Notes</p> <p>Midday Supervision Policy</p> <p>School Events Policy</p> <p>Snow and Ice Clearing Procedure</p> <p>Use of Chemicals at Work Policy</p>		
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Working at Heights Policy		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Records retention destruction and archive policies (hard copy only) • Data Protection • Information security policies 	admin@ripongrammar.co.uk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy Contact: Headmaster's Secretary	10p/page
Disclosure logs	Hard copy Contact: Clerk to the Governors	10p/page
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	Website www.ripongrammar.co.uk	Free
Out of school clubs	Website www.ripongrammar.co.uk	Free
School publications	Website www.ripongrammar.co.uk	Free
Services for which the school is entitled to recover a fee, together with those fees	Hard copy Contact: Bursar	10p/page
Leaflets books and newsletters	Website www.ripongrammar.co.uk	Free

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Contact details: Headmaster's Secretary, Ripon Grammar School, Clotherholme Road, Ripon, North Yorkshire HG4 2DG		
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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	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

- The actual cost incurred by the public authority