

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
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	Free
Who's who in the school	<p>Hard copy Contact: Headmaster's Secretary</p>	
Who's who on the governing body and the basis of their appointment	<p>Website www.ripongrammar.co.uk</p>	
Instrument of Government	<p>Hard copy Contact: Headmaster's Secretary</p>	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<p>Hard copy Contact: Headmaster's Secretary</p>	
School prospectus	<p>Hard copy Contact: Headmaster's Secretary</p>	
Annual Report	<p>Website www.ripongrammar.co.uk</p>	
Staffing structure	<p>Hard copy Contact: Headmaster's Secretary</p>	
School session times and term dates	<p>Hard copy Contact: Headmaster's Secretary</p>	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	Free
Annual budget plan and financial statements	Hard copy Contact: Headmaster's Secretary	
Capitalised funding	Hard copy Contact: Headmaster's Secretary	
Additional funding	Hard copy Contact: Headmaster's Secretary	
Procurement and projects	Hard copy Contact: Headmaster's Secretary	
Pay policy	Hard copy Contact: Headmaster's Secretary	
Staffing and grading structure	Hard copy Contact: Headmaster's Secretary	

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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>	(hard copy or website)	Free
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Hard copy Contact: Headmaster’s Secretary</p> <p>Website www.ripongrammar.co.uk</p>	
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy Contact: Headmaster’s Secretary</p>	
<p>Schools future plans</p>	<p>Hard copy Contact: Headmaster’s Secretary</p>	
<p>Every Child Matters – policies and procedures</p>	<p>Hard copy Contact: Headmaster’s Secretary</p>	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	(hard copy or website)	Free
Admissions policy/decisions (not individual admission decisions)	Hard copy Contact: Headmaster's Secretary	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy Contact: Headmaster's Secretary	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy Contact: Headmaster's Secretary	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	Free
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Website www.ripongrammar.co.uk</p> <p>All other policies: Hard copy Contact: Headmaster’s Secretary</p>	
<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 • Careers education • Pupil discipline 	<p>Hard copy Contact: Headmaster’s Secretary</p>	

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none">• Information security policies• Records retention destruction and archive policies• Data protection (including information sharing policies)	<p>Hard copy Contact: Headmaster's Secretary</p>	
<p>Charging regimes and policies.</p> <p>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>Website www.ripongrammar.co.uk</p>	

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Free
Curriculum circulars and statutory instruments	Hard copy Contact: Headmaster's Secretary	
Disclosure logs	Hard copy Contact: Headmaster's Secretary	
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)		

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	Free
Extra-curricular activities	<p>Website www.ripongrammar.co.uk</p>	
Out of school clubs	<p>Website www.ripongrammar.co.uk</p>	
School publications	<p>Website www.ripongrammar.co.uk</p>	
Services for which the school is entitled to recover a fee, together with those fees	<p>Hard copy Contact: Headmaster’s Secretary</p>	
Leaflets books and newsletters	<p>Website www.ripongrammar.co.uk</p>	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority