



Ripon 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: December 2019 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 15p 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 | 15p/page |
| Who's who on the governing body and the basis of their appointment | Website www.ripongrammar.co.uk | Free |
| Instrument of Government | Website www.ripongrammar.co.uk | Free |
| Terms of Reference for Committees | | 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 | 15p/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 | 15p/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 | 15p/page |
| Capitalised funding | Hard copy Contact: Bursar | 15p/page |
| Additional funding | Hard copy Contact: Bursar | 15p/page |
| Procurement and projects | Hard copy Contact: Bursar | 15p/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 <ul style="list-style-type: none"> - 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>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: Chair of Governors</p> | 15p/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: Chair of Governors</p> | 15p/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>Admissions Policy - Boarding</p> <p>Admissions Policy - Sixth Form</p> <p>Admissions Policy - Third Form</p> <p>Anti-bullying Policy</p> <p>Appeals against Internal Assessments of work</p> | <p>All Policies are available either on the website www.ripongrammar.co.uk or by contacting admin@ripongrammar.co.uk</p> | Free |

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| <p>Appraisal Policy</p> <p>Assessment Policy</p> <p>Attendance Management Policy</p> <p>Behaviour & Discipline in Schools - Advice from DfE (Guidance and as part of the Positive Behaviour Policy)</p> <p>Budget Management Policy</p> <p>Capability Policy & Procedure - Schools</p> <p>Careers Education, Information Advice & Guidance Policy</p> <p>CEIAG – Provider Access Policy</p> <p>Charging Policy</p> <p>Child Protection Policy and supporting documents</p> <p>Complaints Policy & Procedure</p> <p>Curriculum Statement & List of Subjects</p> <p>Data Protection Policy</p> <p>Developing Performance and Capability Responsibilities</p> <p>Developing Performance Policy and Procedure - Schools</p> <p>Disciplinary Policy & Procedure</p> <p>Drugs & Drugs Education Policy</p> | | |
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| Equality and Diversity Policy | | |
| Examination Policy | | |
| Examinations Contingency Plan | | |
| Flexible Working Policy & Procedure | | |
| Food Policy | | |
| Force & Restraint of Pupils Policy | | |
| Home-School Agreement | | |
| ICT – Acceptable Usage Policy – Students | | |
| ICT – Acceptable Use Agreement – ICT Staff Policy | | |
| ICT – Asset Management Policy | | |
| ICT - Internet Policy | | |
| Increments Policy for Support Staff | | |
| Information Policy | | |
| Instrument of Government | | |
| Laptop-Computer Agreement Form – Staff | | |
| Laptop-Computer Home Agreement Form – Student | | |
| Leave Policy & Summary Charts, and Leave Guidance | | |
| Lettings Policy | | |

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| Literacy Policy | | |
| Looked After Children Policy | | |
| Maternity, Adoption, Shared Parental and Paternity Policy & Procedure | | |
| National Minimum Standard (NMS) | | |
| Numeracy Policy | | |
| Pay Policy & Pay Policy Synopsis | | |
| Physical Activity Policy | | |
| Positive Behaviour Policy & Rewards Policy and Behaviour Pathway | | |
| Privacy Notice | | |
| Probationary Procedure for New Employees | | |
| 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 | | |
| Relationships and Sex Education Policy | | |

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| Remote Learning Policy | | |
| Reorganisation, Redundancy & Redeployment Policy & Procedure | | |
| Resolving Issues at Work Policy & Procedure | | |
| Search Policy | | |
| Searching, screening and confiscation advice - February 2014 (DfE) | | |
| SEND Policy & Procedures including Able, Gifted & Talented and Accessibility Plan | | |
| SEN – Annual Report to Parents on SEN | | |
| Single Equality Scheme | | |
| 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 | | |

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| Terms of Reference for Committee | | |
| Uniform & Regulations | | |
| Whistleblowing Policy | | |
| Health & Safety Policies | | |
| Access to School Premises Policy | | |
| Accessibility Plan | | |
| Boarders' Medical Policy | | |
| Bomb Threat Policy | | |
| Business Continuity Plan | | |
| CCTV Policy | | |
| COSHH - Guidance Notes | | |
| COSHH Policy Pre-risk Assessment | | |
| DBS Contractors NYCC Guidance | | |
| Display Screen Equipment Policy | | |
| Educational Off-Site Visits Policy | | |
| Emergency Procedures - Out of Hours Policy | | |
| Fire Safety Policy | | |

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| First Aid Policy – Boarding | | |
| Guidance for Supporting Children and Young People with Medical Conditions in Schools | | |
| Health & Safety Policy | | |
| Health & Safety Training Policy | | |
| Induction to Site Policy | | |
| Interactive Whiteboards Policy | | |
| Leaflet for Contractors on Site – Safeguarding | | |
| Lockdown Procedure | | |
| Lone Worker Policy & Guidance Notes | | |
| Medical Policy | | |
| Medical Regulations | | |
| Midday Supervision Policy | | |
| Mini-bus Policy | | |
| Missing Boarders crisis file entry | | |
| Missing Student Policy | | |
| Pet Policy for Residential Staff | | |
| Pupil Access to Risky Areas of School Buildings and Grounds | | |

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| <p>Risk Assessment Policy for Student Welfare</p> <p>School Events Policy Smoke-free Workplace Policy</p> <p>Snow and Ice Clearing Procedure</p> <p>Supervision of Ancillary, Contract & Unchecked Staff</p> <p>Use of Chemicals at Work Policy</p> <p>Working at Heights Policy</p> | | |
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| 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 Both available from Website www.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 | 15p/page |
| Disclosure logs | Hard copy Contact: Chair of Governors | 15p/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 | 15p/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 @ 15p per sheet | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

- The actual cost incurred by the public authority