



## 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
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only		
Who's who in the school	<b>Hard copy</b> Contact: Headmaster's Secretary	15p/page
Who's who on the governing body and the basis of their appointment	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
Instrument of Government	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	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))	<b>Hard copy</b> Contact: Headmaster's Secretary	15p/page
School prospectus	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
Annual Report	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
Staffing structure	<b>Hard copy</b> Contact: Headmaster's Secretary	15p/page
School session times and term dates	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
<b>Class 2 – What we spend and how we spend it</b> (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	<b>Hard copy</b> Contact: Bursar	15p/page
Capitalised funding	<b>Hard copy</b> Contact: Bursar	15p/page
Additional funding	<b>Hard copy</b> Contact: Bursar	15p/page
Procurement and projects	<b>Hard copy</b> Contact: Bursar	15p/page
Pay policy	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
<ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report - Summary and Full report</li> </ul>	<p><b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a></p>	Free
<p>Performance management policy and procedures adopted by the governing body.</p>	<p><b>admin@ripongrammar.co.uk</b></p>	Free
<p><b>Class 4 – How we make decisions</b> (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><b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a></p>	Free
<p>Agendas of meetings of the governing body and (if held) its sub-committees</p>	<p><b>Hard copy</b> 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><b>Hard copy</b> Contact: Chair of Governors</p>	15p/page
<p><b>Class 5 – Our policies and procedures</b> (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><b>All Policies are available either on the website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a> <b>or by contacting</b> <a href="mailto:admin@ripongrammar.co.uk">admin@ripongrammar.co.uk</a></p>	Free

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

Anti-bullying Policy		
Appeals against Internal Assessments of work		
Appraisal Policy		
Assessment Policy		
Attendance Management Policy		
Behaviour & Discipline in Schools - Advice from DfE (Guidance and as part of the Positive Behaviour Policy)		
Budget Management Policy		
Capability Policy & Procedure - Schools		
Careers Education, Information Advice & Guidance Policy		
CEIAG – Provider Access 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		
Developing Performance Policy and Procedure - Schools		

## Freedom of Information

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

Disciplinary Policy & Procedure Drugs & Drugs Education Policy  E-Safety Protocol Early Career Teacher Induction Policy 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		
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### Guide to information available from Ripon Grammar School under the model publication scheme

Laptop-Computer Agreement Form – Staff		
Laptop-Computer Home Agreement Form – Student		
Leave Policy & Summary Charts, and Leave Guidance		
Lettings Policy		
Literacy Policy		
Looked After Children Policy		
Managing Staff working beyond State Retirement Age		
National Minimum Standard (NMS)		
Numeracy Policy		
Parental Leave and Pay – Policy, Procedure and Guidance - Staff		
Pay Policy & Pay Policy Synopsis		
PESSPA Policy (Physical education, school sport and physical activity)		
Positive Behaviour Policy & Rewards Policy and Behaviour Pathway		
Privacy Notice		
Probationary Procedure for New Employees		
PSHCEe Policy Document		
Publication Scheme		
Pupil Premium Strategy Policy		



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Rarely Cover Policy		
Records, Retention & Archive Guidance with Information Policy		
Recruitment and Selection Policy & Procedure		
Relationships and Sex Education Policy		
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		

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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		
<b>Health &amp; Safety Policies</b>		
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		

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DBS Contractors NYCC Guidance		
Display Screen Equipment Policy		
Educational Off-Site Visits Policy		
Emergency Procedures - Out of Hours Policy		
Fire Safety Policy		
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		

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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		
Risk Assessment Policy for Student Welfare		
School Events Policy		
Smoke-free Workplace Policy		
Snow and Ice Clearing Procedure		
Supervision of Ancillary, Contract & Unchecked Staff		
Use of Chemicals at Work Policy		
Working at Heights Policy		

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Records retention destruction and archive policies (hard copy only)</li> <li>• Data Protection</li> <li>• Information security policies</li> </ul>	<p><a href="mailto:admin@ripongrammar.co.uk">admin@ripongrammar.co.uk</a></p> <p><b>Both available from Website</b>  <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a></p>	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	<b>Hard copy</b> Contact: Headmaster's Secretary	15p/page
Disclosure logs	<b>Hard copy</b> Contact: Chair of Governors	15p/page
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>		

## Freedom of Information

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

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
Out of school clubs	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
School publications	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
Services for which the school is entitled to recover a fee, together with those fees	<b>Hard copy</b> Contact: Bursar	15p/page
Leaflets books and newsletters	<b>Website</b> <a href="http://www.ripongrammar.co.uk">www.ripongrammar.co.uk</a>	Free
<b>Contact details:</b> <b>Headmaster's Secretary, Ripon Grammar School, Clothholme Road, Ripon,</b> <b>North Yorkshire HG4 2DG</b>		

#### 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
<b>Disbursement cost</b>	Photocopying/printing @ <b>15p per sheet</b>	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

- The actual cost incurred by the public authority