



## Publication Scheme (Freedom of Information)

### Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 17 May 2018.

The Governing Body has decided to adopt the model publication scheme as prepared and approved by the Information Commissioner.

#### Model Publication Scheme

This publication scheme commits a school 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a school:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the school and falls within the classifications below.
- To specify the information which is held by the school 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 school 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 school that has been requested, and any updated versions it holds, unless the school 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 school is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is 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 school.

### 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 school will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see [below](#)). Where it is within the capability of a school, 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 school 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 (see the [end](#) of this document). 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 a school 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 school 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<sup>1</sup> incurred such as:

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

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<sup>1</sup> See [end](#) of document for details.

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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the school.

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 school 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.

### Publication Scheme

The list of information available has been informed by the 'Definition document for the governing bodies of maintained and other state-funded schools in England' produced by the ICO<sup>2</sup>. In the text below:

- **W** means that the information is available on the school website<sup>3</sup> or on a website that is linked to from the school website;
- **R** means that the information is available on request from the School or the Clerk to the Governing Body (who is contactable via the School)

### Who we are and what we do

Organisational information, structures, locations and contacts. This will be current information only.

- Instrument of Government / Articles of Association **W**
- School prospectus and curriculum **W**
- Governing Body **W**
- School session times and term dates **W**
- Location and contact information **W**

### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. This will be the current and previous two financial years.

- Annual budget plan and financial statements **R** (W<sup>4</sup>)
- Capital funding **R**
- Financial audit reports **R**
- Procurement and contracts **R**
- Pay policy **R**
- Staff allowances and expenses **R**
- Staff pay and grading structures **R**
- Governors' allowances **R**

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<sup>2</sup> "Definition document for the governing bodies of maintained and other state-funded schools in England" (click [here](#))

<sup>3</sup> [www.ermysteds.co.uk](http://www.ermysteds.co.uk)

<sup>4</sup> Certain summary financial information is available online via the DfE School Performance tables (click [here](#))

### What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. This will be the current information.

- Performance data supplied to the government W
- Latest Ofsted report W
- Performance management information R
- The school's future plans R (W if a formal consultation)
- Safeguarding and child protection W

### How we make decisions

Decision-making processes and records of decisions. This will be the current and previous three years.

- Admissions policy / decisions R
- Minutes of meetings of the governing body and its committees W or R

### Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. This will be the current information.

- School policies and other documents W or R
- Records management and personal data policies R
- Equality and diversity W
- Policies and procedures for the recruitment of staff W or R
- Charging regimes and policies W

### Lists and registers

Information in currently maintained lists and registers only.

- Curriculum circulars and statutory instruments R
- Disclosure logs R
- Asset register R
- Any information the school is currently legally required to hold in publicly available registers R

### The services we offer

Information about the services the school provides including leaflets, guidance and newsletters.

- Extra-curricular activities W
- Out of school clubs W
- School publications W
- Services for which the school is entitled to recover a fee, together with those fees W
- Leaflets, booklets and newsletters W

## Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per A4 side (black & white)	Actual cost <sup>5</sup>
	Photocopying/printing @ 10p per A4 side (colour)	Actual cost <sup>6</sup>
	Packaging	Actual cost <sup>7</sup>
	Postage	Actual cost <sup>8</sup>
Statutory Fee		As per legislation

## Contact details for viewing information by inspection:

Address: Ermysted's Grammar School  
Gargrave Road  
Skipton  
BD23 1PL

Tel: 01756 792186

Email: [admin@ermysteds.n-yorks.sch.uk](mailto:admin@ermysteds.n-yorks.sch.uk)

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<sup>5</sup> the actual cost incurred by the school

<sup>6</sup> the actual cost incurred by the school

<sup>7</sup> the actual cost incurred by the school

<sup>8</sup> Royal Mail standard 2nd class