

<p style="text-align: center;">Colyton Grammar School: Publication Scheme (information available under the Freedom of Information Act 2000)</p>

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form. Some of the information is also available for you on our website to download and print off, as indicated in Section 6.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

4. How to request information

If you require a paper version of any of the documents within the scheme, please complete the Freedom of Information Request Form on the school website (see www.colytongrammar.devon.sch.uk/foi/index.htm) or contact the school by telephone, email, fax or letter. Contact details are set out below or you can visit our website at www.colytongrammar.devon.sch.uk

Email: admin@colytongrammar.devon.sch.uk

Tel: 01297-552327

Fax: 01297-553853

Contact Address: **The Business Manager, Colyton Grammar School, Colyford, Colyton, Devon, EX24 6HN**

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 7. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this is indicated in the cost column in Section 7 below.

6. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to ***The Business Manager, Colyton Grammar School, Colyford, Colyton, Devon, EX24 6HN.***

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 01625 545 745

E Mail: casework@ico.org.uk

Website : <https://ico.org.uk>

7. Classes of Information Currently Published

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do		
Organisational information, structures, locations and contacts		
Colyton Grammar School Whitwell Lane Colyford Colyton Devon EX24 6HN An Exempt Charity and a Company Limited By Guarantee, registered in England and Wales, Company Number 7445493	School website www.colytongrammar.devon.sch.uk (see "Freedom of Information" in the index) From the school – addressed to the Business Manager	Free
Academy Funding Agreement and Memorandum & Articles of Association	School website School	Free 15p per sheet
Governing Body	School website	Free
Teaching and Support Staff	School website	Free
School Prospectus	School website Request hard copy from school	Free Free
School Calendar	School website	Free
School Session Times	School website	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		
Annual Budget Plan (including Three Year Budget)	Request hard copy from school	15p per sheet
Capital funding	Request hard copy from school	15p per sheet
Annual Financial Statements	School website Request hard copy from school	Free 15p per sheet
Procurement and contracts	Request hard copy from school	15p per sheet
Pay policies – Teaching and Support Staff	Request hard copy from school	15p per sheet

Travelling expenses and subsistence payments	Request hard copy from school	15p per sheet
Other policies relating to finance	Request hard copy from school	15p per sheet
Class 3: What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Child Protection and Safeguarding Children	School website	Free
Exam Results	School website	Free
Other performance data	Request hard copy from school	15p or 25p per sheet (depending on colour)
Ofsted Reports	Ofsted website School website	Free Free
Performance Management Policies	Request hard copy from school	15p per sheet
School Development Plan	Request hard copy from school	15p per sheet
Class 4: How we make decisions		
Decision making processes and records of decisions – current and previous three years as a minimum		
Admissions policy, requirements and procedures	School website – see Admissions	Free
Governing Body meetings: <ul style="list-style-type: none"> Agendas and Minutes Papers 	Website Inspect hard copy at school Request hard copy from school Inspect hard copy at school Request hard copy from school	Free Free 15p per sheet Free 15p per sheet
Class 5: Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities – current information only		
<i>School Policies</i>	School website Request hard copy from school	Free 15p per sheet
16-19 Bursary Fund		

Bradbeer Bursary Fund		
Charging for School Activities		
Child Protection Policy		
Complaints Policy		
Health and Safety Policy		
Remissions Policy		
School Aims		
School Ethos		
Security		
Sustainability		
Vexatious Complaints and Harassment Policy		
Whistleblowing		
<i>Student and Curriculum Policies</i>	School website Request hard copy from school	Free 15p per sheet
Anti-Bullying		
Attendance		
Behaviour		
Careers		
Children in Care		
Code of Conduct		
Collective Worship		
Computers – Acceptable Use		
Curriculum Policy and Statement		
Discipline		
Drugs and Substance Abuse		
E-Safety		
Exclusions		
Fair Assessment		
First Aid		
Health and Drugs Education		

Healthy Eating		
Internet Safety		
Medicines		
Personal Computing Device Acceptable Use		
Sanctions		
School Counselling Service – Confidentiality		
Sex Education Policy		
Sex Education Statement		
Special Educational Needs		
Work Experience		
Work Related Learning		
<i>Records Management and Personal Data Policies</i>	School website Request hard copy from school	Free 15p per sheet
Data Protection Act		
Freedom of Information Act		
Records Management		
Staff Privacy Notice		
Student Privacy Notice		
<i>Equality and Diversity</i>	School website Request hard copy from school	Free 15p per sheet
Equal Opportunities		
Monitoring Diversity		
Recruitment and Selection of Staff		
<i>Other Policies</i>	Request hard copy from school	15p per copy
Class 6: Lists and Registers		
Currently maintained list and registers only		
Curriculum circulars and statutory instruments	DfE website	Free

	Request electronic copy from school Request hard copy from school	Free 15p per sheet
Disclosure logs	Inspect hard copy at school	Free
Asset register	Inspect hard copy at school	Free
Any information the school is currently legally required to hold in publicly available registers (NOTE: this does not include attendance registers)	Inspect hard copy at school	Free
Class 7 – The service we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public – current information only		
Extra curricular activities	School website Request hard copy from school	Free Free or 15p for multiple copies
Out of school clubs	School website Request hard copy from school	Free Free or 15p for multiple copies
School publications	School website Request hard copy from school	Free Free or 15p for multiple copies

Additional Information is available on the school website at www.colytongrammar.devon.sch.uk

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 15p per sheet A4 black and white	Paper, copying, labour charge

	Photocopying/printing @25p per sheet A4 colour	Paper, copying, labour charge
	Postage	Actual cost of Royal Mail standard 2 nd class service
Statutory Fee	When relevant	In accordance with current, relevant legislation