



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

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) This will be current information only	(hard copy and/or website)	
Who's who in the school	Hard copy	10p per sheet
Who's who on the governing body and the basis of their appointment	Hard copy	10p per sheet
Instrument of Government	Hard copy	10p per sheet
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	10p per sheet
School prospectus	Hard copy	Free
Staffing structure	Hard copy	10p per sheet
School session times and term dates	Hard copy	10p per sheet



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

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

(hard copy
and/or website)

Annual budget plan and financial statements

Hard copy

10p per sheet

Capitalised funding

Hard copy

10p per sheet

Additional funding

Hard copy

10p per sheet

Pay policy

Hard copy

10p per sheet

Staffing and grading structure

Hard copy

10p per sheet



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

Class 3 – What our priorities are and how we are doing:

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

(hard copy
and/or website)

School profile

- Government supplied performance data
- The latest Ofsted report
 - Summary
 - Full report

Hard Copy

10p per sheet

Performance management policy and procedures adopted by the governing body.

Hard copy

10p per sheet

Schools future plans

Hard copy

10p per sheet

Every Child Matters – policies and procedures

Hard copy

10p per sheet



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

Class 4 – How we make decisions: (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/or website)	
Admissions policy/decisions (not individual admission decisions)	Hard copy	10p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	10p per sheet
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meetings.	Hard copy	10p per sheet



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

Class 5 – Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website)	
School policies including: <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	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	10p per sheet
Pupil and curriculum policies, including: <ul style="list-style-type: none">• Home-school agreement• Curriculum• Sex education• Special educational needs• Accessibility• Race equality• Collective worship• Careers education• Pupil discipline	Hard copy Hard copy Hard copy Hard copy Hard copy	10p per sheet



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

<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 Hard copy Hard copy</p>	<p>10p per sheet</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>Hard copy</p>	<p>10p per sheet</p>



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

Class 6 – Lists and Registers: Currently maintained lists and registers only	(hard copy and/or website); Some information may only be available by inspection.	
Curriculum circulars and statutory instruments	Hard copy	10p per sheet
Disclosure logs	Hard copy	10p per sheet
Asset register	Hard copy	10p per sheet
Any information the school is currently legally required to hold in publicly available registers (This does <u>not</u> include the Attendance Register)	Hard copy	10p per sheet



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

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	(hard copy and/or website); Some information may only be available by inspection.	
Extra-curricular activities	Hard copy	10p per sheet
Out of school clubs	Hard copy	10p per sheet
School publications	Hard copy	10p per sheet
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	10p per sheet
Newsletters	Website	Free
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above.		



Freedom of Information

Guide to Information available from Ryedale School under the model publication scheme

Contact details:

The School Business Manager, Ryedale School, Gale Lane, Nawton, York, YO62 7SL

Tel no. 01439 771665

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 @ 10p per sheet (black and white)	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		

Policy Review Timescales:

Reviewed by:

Annually

Governing Body

Last updated:

March 2014

Date of Policy:

Tuesday 9th February 2016

Review Date:

February 2017