

Freedom of Information

Guide to information available from Settle College 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	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Website	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Via College	√
School prospectus	Website	
School session times and term dates	Website	

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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	On request	√
Capitalised funding	On request	√
Additional funding	On request	√
Procurement and projects	On request	√
Pay policy	On request	√
Governors' allowances	N/A	

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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>	(hard copy or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Link from Website	
<p>Performance management policy and procedures adopted by the governing body.</p>	On request	√
<p>Schools future plans</p>	On request	√
<p>Every Child Matters – policies and procedures</p>	On request	√

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

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

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<ul style="list-style-type: none"> • Careers education • Pupil discipline 	Website	
<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) 	Website	
<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) 	On request On request On request	√ √ √
<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>	Website	

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	On request	√
Disclosure logs	On request	√
Asset register	On request	√
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	On request	√

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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 or website; some information may only be available by inspection)	
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	N/A	
Services for which the school is entitled to recover a fee, together with those fees	On request	√
Leaflets books and newsletters	On request	√
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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Contact details: **The Principal
Settle College
Settle
North Yorkshire
BD24 0AU**

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 & white)	Actual cost *
	Photocopying/printing @ 25p per sheet (colour)	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	Where a significant amount of documentation is requested, an additional charge will be made to cover the time taken to copy and collate at a rate commensurate with the member of staff's hourly pay.	

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	If a request requires further administrative work in order to ensure appropriate compliance, a charge will be made at a rate of £25 per hour.	
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** the actual cost incurred by the public authority*