



# SETTLE COLLEGE

“ Be the best you can be. ”

Policy Title:	Publication Scheme
Version:	2.0
Member of Staff Responsible:	Operations Manager
Approval Level:	Headteacher
Status:	Statutory
Date adopted by Governing Body:	11.06.2009
Cycle of Review:	2 years
Date for next review:	25.01.2025

## Change Record

Version	Date	Description of Changes
2.0	26.01.2023	New policy based on ICO guidance

**“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy”**

**Freedom of Information: Guide to Information**

This document is a guide to information available from **Settle College** under the [ICO model publication scheme](#).

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do (organisational information, structures and contacts)(current information only)</b>		
Who's who in the school	Website: <a href="http://www.settlecollege.org.uk/staff/">http://www.settlecollege.org.uk/staff/</a> Hard copy available on request: contact school	Free 5p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website: <a href="http://www.settlecollege.org.uk/governors/">http://www.settlecollege.org.uk/governors/</a> Hard copy available on request: contact school	Free 5p per page
Instrument of Government / Articles of Association	Hard copy available on request: contact school	5p per page
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="http://www.settlecollege.org.uk/contact-us/">http://www.settlecollege.org.uk/contact-us/</a> Hard copy available on request: contact school	Free 5p per page
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Website: <a href="http://www.settlecollege.org.uk/staff/">http://www.settlecollege.org.uk/staff/</a> Hard copy available on request: contact school	Free 5p per page
School session times and term dates	Website: <a href="http://www.settlecollege.org.uk/parents/school-day/">http://www.settlecollege.org.uk/parents/school-day/</a> <a href="http://www.settlecollege.org.uk/parents/term-dates/">http://www.settlecollege.org.uk/parents/term-dates/</a> Hard copy available on request: contact school	Free  5p per page
Address of school and contact details, including email address.	Website: <a href="http://www.settlecollege.org.uk/contact-us/">http://www.settlecollege.org.uk/contact-us/</a> Hard copy available on request: contact school	Free 5p per page

**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

Annual budget plan and financial statements	Hard copy available on request: contact school	5p per page
Capital funding	Hard copy available on request: contact school	5p per page
Financial audit reports	Hard copy available on request: contact school	5p per page
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy available on request: contact school	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy available on request: contact school	5p per page
Pay policy	Hard copy available on request: contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy available on request: contact school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy available on request: contact school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available on request: contact school	5p per page

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile (if any) and in all cases: Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	Website: <a href="http://www.settlecollege.org.uk/strategic-vision/">http://www.settlecollege.org.uk/strategic-vision/</a> <a href="http://www.settlecollege.org.uk/exam-results-2/">http://www.settlecollege.org.uk/exam-results-2/</a> <a href="https://www.find-school-performancedata.service.gov.uk/school/121689/settle-college">https://www.find-school-performancedata.service.gov.uk/school/121689/settle-college</a> Hard copy available on request: contact school	Free  5p per page
The latest Ofsted report Post-inspection action plan	Website: <a href="http://www.settlecollege.org.uk/ofsted-reports/">http://www.settlecollege.org.uk/ofsted-reports/</a> Hard copy available on request: contact school	Free 5p per page
Performance management policy and procedures adopted by the governing body.	Hard copy available on request: contact school	5p per page

Performance data or a direct link to it	Website: <a href="http://www.settlecollege.org.uk/exam-results-2/">http://www.settlecollege.org.uk/exam-results-2/</a> Hard copy available on request: contact school	Free 5p per page
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy available on request: contact school	5p per page
Safeguarding and child protection	Website: <a href="http://www.settlecollege.org.uk/safeguarding/">http://www.settlecollege.org.uk/safeguarding/</a> Hard copy available on request: contact school	Free 5p per page

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Admissions policy/decisions (not individual admission decisions) – where applicable	Hard copy available on request: contact school	5p per page
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy available on request: contact school	5p per page

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.

As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests.

Records management and personal data policies, including: <ul style="list-style-type: none"> <li>Information security policies</li> <li>Records retention, destruction and archive policies</li> <li>Data protection (including information sharing policies)</li> </ul>	Website: <a href="http://www.settlecollege.org.uk/parents/policies/">http://www.settlecollege.org.uk/parents/policies/</a> Hard copy available on request: contact school	Free 5p per page
Charging regimes and policies. 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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Website: <a href="http://www.settlecollege.org.uk/parents/policies/">http://www.settlecollege.org.uk/parents/policies/</a> Hard copy available on request: contact school	Free 5p per page

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Website: <a href="http://www.settlecollege.org.uk/year-7-to-11/curriculum/">http://www.settlecollege.org.uk/year-7-to-11/curriculum/</a> Hard copy available on request: contact school	Free 5p per page
Disclosure logs	Inspection only: contact school	Free
Asset register	Inspection only: contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only: contact school	Free

<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	Website: <a href="http://www.settlecollege.org.uk/parents/extra-curricular2/">http://www.settlecollege.org.uk/parents/extra-curricular2/</a> Hard copy available on request: contact school	Free 5p per page
Out of school clubs	Website: <a href="http://www.settlecollege.org.uk/parents/extra-curricular2/">http://www.settlecollege.org.uk/parents/extra-curricular2/</a> Hard copy available on request: contact school	Free 5p per page
Services for which the school is entitled to recover a fee, together with those fees	Website: <a href="http://www.settlecollege.org.uk/parents/policies/">http://www.settlecollege.org.uk/parents/policies/</a> Hard copy available on request: contact school	Free 5p per page
School publications, leaflets, books and newsletters	Website: <a href="http://www.settlecollege.org.uk/">http://www.settlecollege.org.uk/</a> Hard copy available on request: contact school	Free 5p per page

### 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 per sheet (black & white)	Actual cost *

	Photocopying/printing per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with any relevant legislation

\* the actual cost incurred by the public authority – available on request