Clitheroe Royal Grammar School

Freedom of Information Act
Publication Scheme

Staff member responsible: Senior Assistant Headteacher (i/c Digital Technologies)

Governors' Committee: Finance

1. **Aim of the publication scheme**

This publication scheme covers Clitheroe Royal Grammar School's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Clitheroe Royal Grammar School and falls within the classifications listed in Section 2.
- To specify the information that is held by Clitheroe Royal Grammar School and which falls within the listed classifications.
- 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 Clitheroe Royal Grammar 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.

2. The Classes of Available Information

2.1. Who we are and what we do.

Organisational information, structures, locations and contacts.

2.2. What we spend and how we spend it.

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

2.3. What our priorities are and how we are doing.

Strategies and plans, audits, inspections and reviews.

2.4. How we make decisions.

Decision making processes and records of decisions.

2.5. Our policies and procedures.

Current written protocols, policies and procedures for delivering our services and responsibilities.

We would expect information in this class to be current only.

2.6. Lists and Registers.

Information in currently maintained lists and registers only.

2.7. 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. This includes information protected by the UK GDPR and the Data Protection Act 2018.

- 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.

3. **Requests for information**

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer, Clitheroe Royal Grammar School, York Street, Clitheroe, Lancashire, BB7 2DJ.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

4. **School website**

www.crgs.org.uk

5. **Charges**

Information, in some cases, can be downloaded from the website free of charge. A charge may be made, however, for the provision of hard copies of other documents to cover administrative costs such as photocopying and postage.

Date of review:	October 2026
Date of approval by Governors:	October 2026
Date of next review:	October 2027

Freedom of Information

Guide to information available from Clitheroe Royal Grammar School under the publication scheme

Information to be published	How the information can be obtained
Who we are and what we do **(Organisational information, structures, locations and contacts)** *(Note: This will be current information only)*	
Funding Agreement	Hard copy on request
Academy Order	Hard copy on request
School staff and structure – names of key personnel	Hard copy on request
Governing body – names and contact details of the governors and the basis of their appointment	Hard copy on request
School session times, term dates and holidays	Website or hard copy
Location and contact information – address, telephone number and website	Website or hard copy
Contact details for the Headteacher and the Governing Body	Website or hard copy
School Prospectus – Sixth Form	Website or hard copy
GCSE results – a link to the data on the Department for Education's website	Website or hard copy

Information to be published	How the information can be obtained
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (Note: This will be a minimum of the current and the previous two years financial years; when applicable i.e. accounts that have been filed at Companies House).	
Annual budget plan and financial statements	Hard copy on request
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy on request
Additional funding – Income generation schemes and other sources of funding.	Hard copy on request
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy on request
Staffing and grading structure	Hard copy on request
Pay policy – a statement of the School's policy on procedures regarding teachers' pay.	Hard copy on request
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy on request

Information to be published	How the information can be obtained
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) *(Note: Only current information will be published)*	
School profile • Government supplied performance data • OFSTED report – summary and full report	 Website or hard copy Website or hard copy
Appraisal Process information	Hard copy on request
The School's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy on request
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website or hard copy

Information to be published	How the information can be obtained
How we make decisions (Decision making processes and records of decisions) *(Note: Will include at least the current and the previous three years)*	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website or hard copy
Governing body meeting agendas, papers and minutes – information that is properly considered to be confidential will be excluded.	Hard copy on request
Information to be published	**How the information can be obtained**
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) *(Note: Current information only)*	

School policies, including: • Admissions • Behaviour • Complaints procedures • Grievance procedure • Pay • Persistent and/or vexatious complainants	Some policies will be published on the School's website. All policies are available in hard copy.
Finance policies, including: • GDPR • Freedom of Information Act publication scheme • ICT and Online Safety policy & statements • Internal financial regulations	Some policies will be published on the School's website. All policies are available in hard copy.
Estates policies, including: • Critical incident plan • CCTV • Fire Safety • Health & Safety • School Accessibility plan • School Security • Visitors	Some policies will be published on the School's website. All policies are available in hard copy.
Curriculum and achievement policies, including: • Able, gifted & talented • Assessment & reporting • Careers education and IAG • Collective worship & RE • Curriculum • Relationships, sex and health education	Some policies will be published on the School's website. All policies are available in hard copy.
Student and staffing policies, including: • Anti-bullying	

• Appraisal • Attendance • Capability • Careers education and IAG • Care & control of students • Disciplinary • Drug education and substance misuse • Educational visits • Social, emotional, mental health and wellbeing • Equalities and inclusion • Home-school agreement • Medical needs • Relationships, sex and health education • Safeguarding and child protection • Safer recruitment • SEND • Staff Sickness absence • Whistleblowing	Some policies will be published on the School's website. All policies are available in hard copy.
Records management and personal data policies • GDPR • Freedom of information	Hard copy on request

Information to be published	How the information can be obtained
Lists and Registers (Note: Currently maintained lists and registers only)	Note: Some information may only be available for inspection

Curriculum circulars and statutory instruments	Hard copy or inspection
Disclosure logs	Hard copy or inspection
Asset register	Hard copy or inspection
Any information the School is currently legally required to hold in publicly available registers	Hard copy or inspection

Information to be published	How the information can be obtained
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (Note: Current information only)	Note: Some information may only be available for inspection
Extra-curricular activities	Hard copy on request
Extra-curricular clubs	Hard copy on request
School publications	Website or hard copy
Services for which the School is entitled to recover a fee, together with those fees	Hard copy on request
Leaflets, booklets and newsletters	Website or hard copy

Charging regime and policy:

The Freedom of Information Act and the associated Fees Regulations stipulate that we cannot levy a fee for information unless there is a statutory basis for doing so or the amount of time taken to locate the information exceeds 18 hours. However, we are allowed to charge for disbursements related to the provision of information and any reformatting requested by the applicant provided we ensure that applicants are aware of any charges which may be made.

No charges will be made for any information accessed via our website. For any information which is provided in hard copy and where there is no statutory provision for charges our rates for photocopying, reformatting and postage will normally be as given in the table below

Provision of documents that require scanning or provision requested through alternative media will incur a charge that will be agreed in advance on request to the Freedom of Information Officer.

The School, at its own discretion, will determine to waive all costs under £5 in respect of a single request made under the Freedom of Information Act 2000; however, above this sum full disbursement costs will be charged.

Table of Charges:

Photocopies:	**Charges:**
A4 black and white	10p per printed side
A3 black and white	20p per printed side
A4 colour	£1 per printed side
A3 colour	£1.50 per printed side
	And other sheets pro rata
Fax:	
To UK and Ireland	£1.00 per printed side
	Other destinations by agreement in advance
Print outs from a PC:	
Black and white	10p per printed side
Colour	50p per printed side
Photo Quality Paper Prints	£1 per printed side
Postage:	At the prevailing Royal Mail rate