

PUBLICATION SCHEME – FREEDOM OF INFORMATION ACT

We have adopted the Information Commissioner’s Office Model Publication Scheme. Please follow the link to view this <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme>.

This Publication Scheme requires the school to produce a register (Guide to Information) of the types of information it will routinely make available to the public. There are seven classes of information we hold which are outlined below with details of how to obtain the information and any charge there may be.

GUIDE TO INFORMATION

WHO WE ARE AND WHAT WE DO		
<i>Instrument of Government</i>	Inspection only e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	Free
<i>School Prospectus and outline of curriculum</i>	Website www.grjs.cumbria.sch.uk/about-us/policies/prospectus www.grjs.cumbria.sch.uk/learning/curriculum Hard copy – contact school office	Free
		Free
<i>Governing Body Details</i>	Website www.grjs.cumbria.sch.uk/aboutus/governors Hard copy – inspection only e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	Free
		Free
<i>School session times and term dates</i>	Session times in school prospectus (see above) Term dates – website www.grjs.cumbria.sch.uk/learning Hard copy – contact school office	Free
		Free
<i>Location and contact information</i>	Website www.grjs.cumbria.sch.uk/contact&links or telephone 01229 463002 for details	10p per sheet
		Free
WHAT WE SPEND AND HOW WE SPEND IT		
<i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</i>	Hard copy Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	10p. per sheet (b/w) 20p. per sheet colour
<i>Annual budget plan and financial statements (Details of LA funding and income together with annual budget plan)</i>	Hard copy Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	10p. per sheet (b/w) 20p. per sheet colour
<i>Capital funding (Information on major plans for capital expenditure and allocated capital funding)</i>	Hard copy Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	10p. per sheet (b/w) 20p. per sheet colour
<i>Financial Audit Reports</i>	Hard copy Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	10p. per sheet (b/w)

<i>Procurement and Contracts (Procedures used for acquisition of goods and services and details of any contracts that have gone to tender)</i>	Inspection only Contact school office to arrange e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002 to arrange	Free
<i>Pay Policy and procedures(Teachers')</i>	Hard copy Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	10p. per sheet
<i>Staff allowance and expenses (details of allowances that can be incurred or claimed)</i>	Inspection only Contact school office to arrange e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free
<i>Staff Pay and Grading Structures (Names and positions of staff, salaries for senior staff in bands of £10,000 and salary range for junior posts)</i>	Hard copy Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	10p. per sheet
<i>Governors Allowances (details of allowances and expenses that can be claimed by governors)</i>	Inspection only Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
<i>Performance data supplied to the government</i>		
<i>Latest Ofsted Report</i>	Website www.grjs.cumbria.sch.uk/about us/Ofsted&DfE Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
<i>Performance Management Information (Policy and Procedures)</i>	Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	10. per sheet
<i>Safeguarding and Child Protection (Policies and Procedures)</i>	Website www.grjs.cumbria.sch.uk/about us/policies Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
HOW WE MAKE DECISIONS		
<i>Admissions Policy (Admission arrangements and right of appeal)</i>	Website www.grjs.cumbria.sch.uk/about us/policies Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
<i>Minutes of Governing Body and Committee meetings (other than confidential items)</i>	Inspection Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet

OUR POLICIES AND PROCEDURES		
<i>School policies and procedures</i>	Website www.grjs.cumbria.sch.uk/about us/policies Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
<i>Records management and personal data policies</i>	Some available on website www.grjs.cumbria.sch.uk/about us/policies Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
<i>Equality and diversity (policy and statements)</i>	Website www.grjs.cumbria.sch.uk/about us/policies Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
<i>Policies and Procedures for recruitment of staff</i>	Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	
<i>Charging Policy</i>	Website www.grjs.cumbria.sch.uk/about us/policies Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet
LISTS AND REGISTERS		
<i>Disclosure Log</i>	There is currently no Disclosure Log in place but this will be implemented if and when a request is made.	
THE SERVICES WE OFFER		
<i>Extra-curricular activities, out of school clubs, newsletters</i>	Website www.grjs.cumbria.sch.uk/newsletters and prospectus Hard copy - Contact school office e-mail: admin@grjs.cumbria.sch.uk or telephone 01229 463002	Free 10p. per sheet