




## FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved by <sup>1</sup>	
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Position:	Headteacher
Signed:	
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<sup>1</sup> The Governing Body are free to determine how to implement.

<sup>2</sup> The Governing Body are free to determine review frequency.



## Freedom of Information

### Guide to information available from Great Corby School under the model publication scheme

We referred to the Information Commissioner's Office (ICO) '[Freedom of Information Act 2000: Definition document for the governing bodies of maintained and other state-funded schools in England under the model publication scheme](#)' (v4.0) to produce this guide for the public about what the ICO expects us to publish to meet our public duties. It includes applicable datasets. For more information about the FOIA guidance we follow, please also see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. When we publish information online, find it by clicking on the links in the table. When you can get a hard copy, the table explains how i.e., where to get one or who to contact. Some information like certain lists, registers, and logs may only be available for inspection.

Current information to be published	How you can obtain information	Cost
<b>Class 1 - Who we are and what we do</b> Current information about us; our structures, locations, and contacts (including postal and email addresses, and named contacts with their telephone numbers and email addresses where possible).	School Website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Head teacher's contact details.	Mrs Kirsty Fox email: <a href="mailto:head@gtcorby.cumbria.sch.uk">head@gtcorby.cumbria.sch.uk</a> Tel: 01228 560399	
Who's who in the school/academy.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
<b>Maintained schools only:</b> Who's who on the governing body/board of governors and selection criteria for appointment.		
<b>Academies only:</b> Who's who on the board of trustees.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Governing body's or board of governors'/trustees' contact details.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	

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Instrument of Government/Articles of Association.	<a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
School/academy prospectus (if any).	n/a	
School/academy session times and term dates	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
<b>Class 2 – What we spend and how we spend it</b> Financial information about our projected and actual income and expenditure, procurement, contracts, and financial audit. Current and previous financial year as a minimum.		
Annual budget and financial statements or the academy annual accounts.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Capital funding.	n/a	
Financial audit reports.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Details of expenditure items over £2000 (published at least annually but at a more frequent quarterly or six-monthly interval where practical).	Via School Office - 01228 560399 or email admin@gcorby.cumbria.sch.uk	
Staff pay (details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range).	Via School Office - 01228 560399 or email admin@gcorby.cumbria.sch.uk	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members.	Via School Office - 01228 560399 or email admin@gcorby.cumbria.sch.uk	
Governor/trustees' allowances that can be incurred or claimed, and a record of total payments made to individual governors/trustees.	n/a	
Procurement and contracts we have entered into, or information about/a link to information held by an organisation which has done so on our behalf e.g., a local authority or diocese.	Via School Office - 01228 560399 or email admin@gcorby.cumbria.sch.uk	
Details of any premiums we receive such as Pupil premium.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	

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<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Our current strategies and plans, performance indicators, audits, inspections, and reviews.</p>		
Annual Report.	See Audited Accounts <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
<p>Latest report from the regulator Ofsted.</p> <ul style="list-style-type: none"> <li>• Summary</li> <li>• Full report</li> <li>• Post-inspection action plan</li> </ul>	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Exam and assessment results.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Performance tables	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Careers programme information	n/a	
Our future plans e.g., proposals for and any consultation on the future of our school/academy, such as a change in status.	n/a	
Our school profile and performance data supplied to the Government (GIAS)	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
<p><b>Class 4 – How we make decisions</b></p> <p>Our decision-making processes and records of decisions. Current and previous three years as a minimum.</p>		

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Admissions policy and, where applicable, general, and not individual admission decisions e.g., application numbers/patterns of successful applicants, including criteria on which applications were successful.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Agendas and minutes of meetings of the governing body or board of trustees and its committees unless an exemption applies to the information or parts of it.	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
<p><b>Class 5 – Our policies and procedures</b></p> <p>Our current written protocols, policies, and procedures for delivering our services and responsibilities</p> <p>As a minimum we include policies, procedures, and documents that we are required to have by statute or through our funding agreement or by the English government and include handling information requests.</p>		
School policies and other documents, such as behaviour policy, anti-bullying policy, online safety, values and ethos etc.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Safeguarding and child protection, including protecting children’s personal data.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Equality and Diversity.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Policies and procedures relating to recruitment and human resources.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Special educational needs and disability.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Customer service and Complaints policies and procedures including those covering handling requests for information and operating the publication scheme.	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Pay Policy	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	

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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 and CCTV usage policies)</li> </ul>	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Charging regimes and policies, including statutory charging regimes and charges made for information routinely published, which clearly state what costs will be recovered, the basis on which they are made, and how they are calculated. If we charge a fee for re-licensing the use of datasets, we include this in our guide to how this is calculated (please see the schedule of charges at the end on this list).	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
<b>Class 6 – Lists and Registers</b> Lists and registers we currently maintain (does not include the attendance register)	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Curriculum circulars and statutory instruments	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
CCTV e.g., details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf.	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Disclosure logs i.e., information provided in response to FOIA requests	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Asset register and Information Asset register	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
Any information we are currently legally required to hold in publicly available registers	Via School Office - 01228 560399 or email admin@gtcorby.cumbria.sch.uk	
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Extra-curricular activities	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	

Current information to be published	How you can obtain information	Cost
Out of school clubs	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
Services for which the school is entitled to recover a fee, together with those fees	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
School publications, leaflets, books, and newsletters	See school website <a href="https://www.greatcorbyschool.com/">https://www.greatcorbyschool.com/</a>	
<b>Additional Information</b> Any information that is not itemised in the lists above		

### Schedule of Charges

This table sets out how we calculate any charges we are allowed to make for providing information. Actual cost means the actual costs we incur.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying/printing @10p per sheet (black & white)	Actual cost 2p
	Photocopying/printing @20p per sheet (colour)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

Type of charge	Description	Basis of charge
Other		