



## **The Crypt School Publication Scheme on information available under the Freedom of Information Act 2000**

**Lead person:** GT  
**Support persons:**  
**Governing Body Committee:** Pupil Welfare

The Governing Body is responsible for the maintenance of this scheme.

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Acts 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the need of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

This publication scheme is a means of showing how we are pursuing these aims.

### 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained in Section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

**School Prospectus** – information published in the school prospectus

**Governors’ Documents** – information published in the Governors Annual Report and in other governing body documents

**Pupils and Curriculum** – information about policies that relate to pupils and the school curriculum.

**School Policies and other information related to the school** – information about policies that relate to the school in general.

### 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below, or you can visit our website at [www.cryptschool.org](http://www.cryptschool.org).

Email : [office@cryptschool.org](mailto:office@cryptschool.org)    Tel : 01452 530291    Fax : 01452 530292

Contact Address : The Crypt School, Podsmead, Gloucester, GL2 5AE

To help us process your request quickly, please clearly mark any correspondence ‘PUBLICATION SCHEME REQUEST’ (in CAPITALS please).

If the information you’re looking for isn’t available via the scheme, and isn’t on our website, you can still contact the school to ask if we have it.

### 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in The Model Publication Scheme published on the school website [here](#). If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Reviewed : November 2016, November 2017

Approved Full Governors : December 2016, January 2018

October 2014	The Crypt School Publication Scheme on information available under the Freedom of Information Act 2000	Page 2 of 3
--------------	--	-------------

Next Review : November 2017, December 2018