



# Grampian Primary Academy

Grampian Way, Sinfin, Derby, DE24 9LU Phone & Fax: 01332 765546  
e-mail: [admin@grampian.derby.sch.uk](mailto:admin@grampian.derby.sch.uk)  
Website: [www.grampianprimary.org.uk](http://www.grampianprimary.org.uk)  
Headteacher: Mrs. M. Murfin



National 'Outstanding Winner'  
21<sup>st</sup> Century Learning Alliance Award

## Publication scheme for Grampian Primary Academy

### Introduction: What is a Publication Scheme and why has it been developed?

CfBT Schools Trust's (CST) Central Team is responsible for collating and publicising its own Publication Scheme about the work of CST. The schools run by CST have delegated responsibility from CST Trustees to collate and publish their own Publication Scheme relating to the work of their individual school. This Publication Scheme commits us to make information available to the public as part of our normal business activities.

This Scheme commits Grampian Primary Academy to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

### The classes of information include:

**Who we are and what we do** - organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it** - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions** - policy proposals and decisions; decision-making processes, internal criteria and procedures, consultations.

**Our policies and procedures** - current written protocols for delivering our functions and responsibilities.

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CfBT Schools Trust



Professional Development  
Accredited Lead

National Centre  
for Excellence in the  
Teaching of Mathematics

CfBT Schools Trust is a charity and a company limited by guarantee.

Registered in England & Wales. Company No. 7468210.

Registered Office: Highbridge House, 16-18 Duke Street, Reading, Berkshire RG1 4RU

CfBT Schools Trust is a part of CfBT Education Trust which is a registered charity and company limited by guarantee. Company No. 867944; Charity No. 270901.



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**Lists and registers** - information held in registers required by law and other lists and registers relating to the functions of the authority.

**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.
- 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.

## The method by which information published under this Publication Scheme will be made available

Where it is within our capability, information will be provided on our website.

Where it is impracticable to make information available on the website, this Scheme sets out how information can be obtained. Where you cannot or do not wish to access the information via the specified means, you should contact the school (see below) to discuss an alternative means of viewing the information. In exceptional circumstances, information may be available only by viewing in person. You should contact the school (see below) to make an appointment to view the information which we will endeavour to accommodate within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. If we are legally required to translate the information, we will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

## Charges which may be made for information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on a website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this Scheme where they are legally authorised, they are justified in all the circumstances and are in accordance with a published schedule of fees in this Publication

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Scheme. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

## Written requests

Information held by us that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Contact details

If you require a paper version of any information, or want to ask whether information is available please contact us: Mandy Webber, School Business Manager, Grampian Primary

Academy, Grampian Way, Sinfin, Derby DE24 9LU

Website: <http://www.grampianprimary.org.uk>

To help us process requests quickly, any correspondence should be clearly marked 'Publication Scheme Request'.

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## Grampian Primary Academy – guide to information table

<b>Class 1 – Who we are and what we do</b>		
<i>Organisational information, structures, locations and contacts. Current information only.</i>		
<b>Information to be published</b>	<b>Information obtained from</b>	<b>Cost</b>
Staffing structure – names of key personnel	On request via School Office	No charge
Grampian Primary Academy prospectus	On request via School Office	No charge
Location and contact information – address and telephone number	Website	No charge
<b>Class 2 – What we spend and how we spend it</b>		
<i>Financial information relating to the projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum.</i>		
<b>Information to be published</b>	<b>Information obtained from</b>	<b>Cost</b>
Annual budget plan and financial statements	On request via School office	Schedule of charges
Annual Accounts	On request via School Office	No charge
'Value for Money statement' from School Finance officer explaining how School secured value for money during the financial years	On request via School office	No charge
Capital funding – details of capital funding allocated to Grampian along with information on related building projects and other capital projects	On request via School office	Schedule of charges
Additional funding – income generation schemes and other sources of funding	On request via School office	Schedule of charges
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	On request via School office	Schedule of charges

Staffing and grading structure	On request via School office	Schedule of charges
Pay Policy – a statement of the school's policy on procedures regarding teachers' pay	On request via School office and school websites	No charge
Staff allowances – details of allowances and expenses that can be claimed or incurred	Hard copy requested via School office	Schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b> <i>Strategies, plans, performance indicators, audits, inspections and reviews). Current information only.</i>		
<b>Information to be published</b>	<b>Information obtained from</b>	<b>Cost</b>
School profile including a statement of our ethos and values	Website	No charge
Performance data	On request via School office	No charge
Performance management policy and procedures	On request via School office	Schedule of charges
School Improvement Plan	On request via School office	Schedule of charges
Child Protection and Safeguarding Policy and procedures	Website	No charge
<b>Class 4 – How we make decisions</b> <i>Decision making process and records of decisions. Current and previous three years as a minimum.</i>		
<b>Information to be published</b>	<b>Information obtained from</b>	<b>Cost</b>
Agendas of main Governors meetings and (if held) its sub-committees	On request via School office	Schedule of charges
Minutes of meetings (as above) – NB This will exclude information that is properly considered to be confidential	On request via School office	Schedule of charges
<b>Class 5 – Our policies and procedures</b> <i>Written protocols, policies and procedures for delivering our services and responsibilities. Current information only.</i>		

Information to be published	Information obtained from	Cost
School-wide HR policies, including recruitment of staff	On school websites. Also on request via School office	No charge
School-wide student policies	On school websites. Also on request via School office	No charge
Records management and personal data policies	On school websites. Also on request via School office	No charge
Charging regimes and policies	On school websites. Also on request via School office	No charge
Equality and diversity - policies, schemes, statements, procedures and guidelines relating to equal opportunities	On school websites. Also on request via School office	No charge
<b>Class 6 – Lists and registers</b> <i>Currently maintained lists and registers only.</i>		
Information to be published	Information obtained from	Cost
Asset register	On request via School office	Schedule of charges
Any information a school is currently legally required to hold in publicly available registers	Website or hard copy via School office	No charge (website) or schedule of charges
<b>Class 7 – The services we offer</b> <i>Leaflets, guidance and newsletters produced for the public and businesses. Current information only.</i>		
Information to be published	Information obtained from	Cost
Leaflets, booklets and newsletters	Website or hard copy requested via School office	No charge (website) or schedule of charges



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**Schedule of charges: this describes the charges which will be made**

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 3p per sheet (b&w)	Actual cost incurred by School
	Photocopying/printing @ 10p per sheet (colour)	Actual cost incurred by School
	Postage	Actual cost of Royal Mail standard 2 class
Statutory fee		In accordance with the relevant legislation

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