

Freedom of Information Policy and Publication Scheme

Obligations

1. One of the aims of the Freedom of Information Act 2000 (FIOA) is that public authorities, including academies, should be clear and proactive about information that is made public
2. To do this the Governing Body will produce and keep up to date a Publication Scheme which is set out in paragraphs 8 to 27 of this policy.
3. The Publication Scheme will set out
 - a. The categories of information which it publishes or intends to publish;
 - b. The manner in which the information will be published;
 - c. Associated charges;
 - d. Procedures for making a request for information; and
 - e. Procedures for making a complaint about the Academy's compliance with its obligations to provide information
4. The Data Protection Act requires that schools must keep private and confidential information about students and their families. This remains the case under the FIOA and such information will not form part of the Publication Scheme.
5. The Publication Scheme will cover information already published and information to be published in the future.
6. All information in the Publication Scheme will be available in paper form from the Academy's Offices and, as far as possible, from the Academy website.
7. Comments about the Publication Scheme, requests for assistance or complaints should be addressed, in the first instance, to the Head Teacher.

Publication Scheme

Introduction

8. This Publication Scheme is made under the Freedom of Information Act 2000 which places an obligation upon the Academy to adopt and maintain such a scheme.
9. Individuals already have the right of access to information about themselves under the Data Protection Act

Categories of Information Published [or to be published]

- 10. Who we are and what we do: Organisational Information, locations and contacts, constitutional and legal governance [Current Information Only]**
 - a. Academy Funding Agreement – a link to the document on the Department for Education's website

- b. Governing Body – names and contact details of the governors and the basis of their appointment
- c. Contact details for the Governing Body (named contact with telephone numbers and email address)
- d. Contact details for the Head Teacher
- e. Academy Prospectus
- f. Annual Report
- g. Academy Staff and Structure
- h. Academy Session Times, Term Dates and Vacations
- i. Academic Results

11. What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (previous year, current year and following year) [*Current, and the Previous 2 Years Financial Years*]

- a. Annual budget plan and financial statements
- b. Capital funding – Details of capital allocation and information on relating building and other capital projects
- c. Additional funding – Income generation schemes and other sources of funding
- d. 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
- e. Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay
- f. Staffing and grading structure
- g. Governors’ allowances – Details of allowances and expenses that can be claimed or incurred

12. What our priorities and how we are doing: Priorities: Strategy and Performance Information, plans, assessments, inspections and reviews [*Current Information Only*]

- a. Academy Profile
 - i. Performance Data
 - ii. Ofsted Reports (full and summary)
- b. Performance management policy and procedures adopted by the governing body.
- c. Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children
- d. Child protection – policies and procedures on safeguarding and promoting the welfare of children

13. How we make decisions: Decision Making: Processes and Records of Key Decisions

[Current and Previous Three Years Information]

- a. Admissions policy – Arrangements and procedures and right of appeal – including information on application numbers and number of successful applicants against oversubscription criteria
- b. Governing Body Meeting Agendas, Papers and Minutes (unless properly regarded as private to the meetings)

14. Our Policies and Procedures: Current written protocols, policies and procedures for delivering our services and responsibilities [Current Information Only]

- a. Academy and Staff Policies including
 - i. Charging & Remissions
 - ii. Health and Safety & Risk Assessment
 - iii. Complaints Procedure
 - iv. Staff Policies: Discipline, Conduct and Grievance; Equal Opportunities; Performance Management; Recruitment; Remuneration; Whistleblowing; Dealing with Allegations of Abuse Against Staff; Staffing Structure Implementation Plan
 - v. Information Request Handling Policy
- b. Curriculum Policies including
 - i. Curriculum
 - ii. Sex Education
 - iii. Equal Opportunities iv. SEN/SSA
 - v. Accessibility Plan
 - vi. Religious Education and Spirituality
 - vii. Behaviour and Rewards (incl. Anti-Bullying)
- c. Records Management and Personal Data Policies
 - i. Information Security
 - ii. Records Retention
 - iii. Destruction and Archive iv. Data Protection
- d. Equality and Diversity (policies, schemes, statements, procedures and guidelines relating to equal opportunities)
 - i. Policies and Procedures for the recruitment of staff
- e. Charging Regimes and Policies
 - i. Details of charges made for information routinely published [including methods of calculation] ii. Details of any statutory charging regimes

15. Lists and Registers: Information held in registers required by law and other lists and registers relating to the functions of the Academy [Current Information Only]

- a. Curriculum circulars and statutory instruments
- b. Disclosure logs
- c. Asset register

- d. Any information the academy is currently legally required to hold in publicly available registers (but not the Attendance Register)

16. The Services we offer: Information about the Academy provides including leaflets, guidance and newsletters produced for the public and business

- a. Extra-curricular activities
- b. Out of academy clubs
- c. Academy publications
- d. Services for which the academy is entitled to recover a fee, together with those fees
- e. Leaflets, booklets and newsletters

Manner of Publication

- 17. The Academy will endeavour to make the information described above available via its website.
- 18. In exceptional circumstances or where this is impractical, information may be available only by viewing in person. Details for making requests are described in paragraph 22-25 below.

Fees and Charges

- 19. Generally there will be no charge for requested information and information available from the website is provided free of charge. Where information is requested that will cost more than £2.00 the requester will be informed of the charges which may include
 - a. The actual costs of postage
 - b. The actual costs of photocopying
 - c. The actual cost of presenting information in a particular specified form (e.g. CD ROM)
 - d. VAT
 - e. The actual costs of translation into another language
 - f. The cost of staff time (at £30 per hour) for a member of staff to accompany somebody requesting to inspect records
- 20. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of information
- 21. Responding to high cost requests is discretionary and the Governing Body may refuse such requests

Procedures for Making Requests

- 22. Requests for information should be made in writing or by email to contact@chapeltownacademy.com and addressed for the attention of the Head Teacher.
- 23. The Academy will make reasonable efforts to provide the requested information though provision will very much depend on availability
- 24. A person who makes a request to the Academy for information will be told whether the information is held and, subject to the exemptions, whether the information will be supplied

25. The Academy will respond to requests for information promptly and, in any event, within twenty working days

Complaints

26. If a complainant believes that the Academy has failed to comply with the Publication Scheme, e.g. by not making available documents that it should, or delaying in providing them a review of the Academy's actions can be requested by contacting the Chair of Governors by writing to the Academy's address: Chair of Governors, Chapelton Academy, Hydra Business Park, Nether Lane, Sheffield, S35 9ZX

27. If the person is dissatisfied with the outcome of the review a complaint can be made directly to the Information Commissioner

Signed by *EFox & AWright*

Agreed by TGB – **February 2014** to take effect from the date of the Academy's opening (likely to be 1 September 2014)

Reviewed by	Temporary Governing Body
Last Reviewed	February 2016
Adopted by GB	May 2016
Next Review	Academic Year 2018/2019