



## Freedom of Information Act publication scheme for academies

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

- The scheme commits an authority:
- 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of information

### 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.

### 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 scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged 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. Where an authority is legally required to translate any information, it 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. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

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 in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 provision of the information.

## **Written requests**

Information held by a public authority 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. Requests for information should be addressed to:

The Clerk to the Governors  
Parkfield School  
20-22 Christchurch Road  
Bournemouth  
BH1 3NL

## **The method by which information published under this scheme will be made available**

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

**Information to be published.**

**This will either be available on the school website or hard copy**

**Who we are and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

Academy Funding Agreement – a link to the document on the Department for Education’s website

School staff and structure – names of key personnel

Governing body – names and contact details of the governors and the basis of their appointment

School session times, term dates and holidays

Location and contact information – address, telephone number and website

Contact details for the Principal and the Governing Body

School Prospectus

School Session times and term dates

GCSE results – a link to the data on the Department for Education’s website

**What we spend and how we spend it**

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).

Annual budget plan and financial statements

Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects

Additional funding – Income generation schemes and other sources of funding.

Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.

Staffing structure

Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.

**What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information should be published.

School profile

Government supplied performance data

OFSTED report – summary and full report

Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.

Child protection – policies and procedures on safeguarding and promoting the welfare of children.

**How we make decisions**

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.

Full Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.

Sub-committee minutes are not available

## **Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

School policies including:

Charging and remissions policy

Health and Safety and risk assessment

Complaints procedure

Staff conduct policy

Discipline and grievance policies

Pay policy

Staffing structure implementation plan

Information request

Staff recruitment policies

Pupil and curriculum policies, including:

Home-school agreement

Curriculum

Sex and Relationships Education

Special education needs

Accessibility

Equality

Collective worship

Careers education

Records management and personal data policies

Information security

Records retention

<p>Destruction and archive policies</p> <p>Data Protection policies</p>
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff– details of vacancies should be included</p>
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>
<p>Curriculum circulars and statutory instruments</p>
<p>Disclosure logs</p>
<p>Asset register</p>
<p>Any information the Academy is currently legally required to hold in publicly available registers</p>
<p><b>The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>
<p>Extra-curricular activities</p>
<p>Out of school clubs</p>
<p>School publications</p>
<p>Services for which the Academy is entitled to recover a fee, together with those fees</p>
<p>Leaflets, booklets and newsletters</p>