



EBORA ACADEMY TRUST

Policy Number

13

**Statutory
Freedom of Information Act 2000**

Signed: Rachel Totton

Dated: November 2017

Review Date: November 2020

Review Period: Every 3 years

Freedom of Information Act 2000

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

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

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

- a) The classes of information which we publish, or intend to publish;
- b) The manner in which the information will be published; and
- c) 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 available on our website to download and print off, or is available in paper form.

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

All schools within the Academy Trust have adopted the model publication scheme introduced by the Information Commissioners Office on 1st January 2009.

2. 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'.

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

- a) Class 1 – Who we are and what we do.
- b) Class 2 – What we spend and how we spend it
- c) Class 3 – What our priorities are and how we are doing
- d) Class 4 - How we make decisions
- e) Class 5 – Our policies and procedures
- f) Class 6 – Lists and Registers
- g) Class 7 – The Services we offer

3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the individual school by telephone, email or letter. Contact details are available on school websites or on the Ebor Academy Trust Website <http://www.eboracademytrust.co.uk/ebor-hubs/>

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 individual school to ask if we have it.

4. 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 publication scheme. 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.

5. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Head Teacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Or Enquiry/Information Line:01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website :www.informationcommissioner.gov.uk

Information to be published

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(Hardcopy and/ or website)	Cost per page
This will be current information only		
Who's who in the academy	Website	
Who's who on the governing body and the basis of their appointment	Website	
Instrument of Government	Hard copy	5p
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website	
Academy prospectus	Website	
Annual Report (replaced by School Profile)	Website	
Staffing structure	Hardcopy	5p
Academy session times and term dates	Website	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(Hardcopy and/ or website)	Cost per page
Annual budget plan and financial statements	Hard copy	5p
Capitalised funding	Hard copy	5p
Additional funding	Hard copy	5p
Procurement and projects	Hard copy	5p
Pay policy	Hard copy	5p
Staffing and grading structure	Hard copy	5p
Governors' allowances	Hard copy	5p

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(Hardcopy or website)	Cost per page
Academy profile <ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report <ul style="list-style-type: none"> Summary Full report 	Website	
Performance management policy and procedures adopted by the governing body.	Hard copy	5p
Academys future plans	Hard copy	5p
Every Child Matters – policies and procedures	Hard copy	5p

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(Hard copy or website)	Cost per page
Admissions policy/decisions (not individual admission decisions)	Website	
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	5p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	5p

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy and/ or website)	Cost per page

Current information only		
Academy policies including: <ul style="list-style-type: none"> • Health and Safety • General Complaints procedure • Staff Complaints policy • Discipline and grievance policies • Staffing structure implementation plan • Freedom of Information Act • Single Equality Policy 	Hardcopy Website	5p
	Hard copy Website Website Website Website Website	5p
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Collective worship • Pupil discipline 		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard copy	5p
Charging regimes and policies: <ul style="list-style-type: none"> • Charging and Remissions policy • Debt Management policy • Lettings policy 	Website Hard copy Website	5p

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	Cost per page
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	5p
Disclosure logs	Hard copy	5p
Asset register	Hard copy	5p
Any information the academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	5p

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	Cost per page
Current information only		

Extra-curricular activities	Hard copy	5p
Out of school clubs	Hard copy	5p
School publications	Hard copy	5p
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy	5p
Leaflets books and newsletters	Website/ Hardcopy	5p

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE (Includes copying, paper and admin time)
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class

Please note – wherever this policy states Trustee this means Trustee of the Ebor Academy Trust

Please Note: Trustees of the Ebor Academy Trust have overall responsibility for this policy, however where applicable responsibility is delegated to the individual schools Local Governing Body.