



### PUBLICATION SCHEME

The Freedom of Information Act (FOIA) requires all schools to adopt and maintain a publication scheme. We must produce and publish the method by which the specific information will be available.

Information that is not listed in the publication scheme can still be requested and should be made available unless it can be legitimately withheld.

Charges may be made for activities such as printing, photocopying and postage as well as information for which the academy is legally authorised to charge. Anyone requesting information will be informed of any charge before the information is provided.

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	
<b>Information to be published</b>	<b>Where</b>
Who's who in the school	Academy Website and Prospectus
Who's who on the governing body and the basis of their appointment	Academy Website and Prospectus
Instrument of Government	Academy Website and Prospectus
Contact details for the Headteacher and for the governing body	Academy Website and Prospectus
School prospectus	On Request
School session times and term dates	Academy Website and Prospectus



<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Information to be published	Where
Annual budget plan and financial statements	On Application
Capitalised funding/Additional Funding	On Application
Procurement and projects	On Application
Pay policy	On Application
Staffing and grading structure	On Application
Governors' allowances	N/A

<b>Class 3 – What our priorities are and how we are doing</b> (Current Strategies and plans, performance indicators, audits, inspections and reviews)	
Information to be published	Where
School profile <ul style="list-style-type: none"><li>Government supplied performance data</li><li>The latest Ofsted report</li></ul>	Academy Website
Performance Management policy and procedures adopted by the governing body	On Application
School Improvement Plan	On Application



<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years	
Information to be published	Where
Admissions policy	Academy Website
Agenda of meetings of the governing body and its sub-committees. Minutes of meetings (as above) – excluding information that is properly regarded as private to the meetings	On Application
School Improvement Plan	On Application

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Information to be published	Where
School policies including: <ul style="list-style-type: none"><li>• Charging and Remissions)</li><li>• Health and Safety</li><li>• Complaints Procedure</li><li>• Discipline and Grievance policies</li><li>• Equal Opportunities</li></ul>	Academy Website and/or On Application
Pupil and curriculum policies, including: <ul style="list-style-type: none"><li>• Home-school Agreement</li><li>• Curriculum</li><li>• Sex Education</li><li>• Special Educational Needs</li><li>• Accessibility</li><li>• Race Equality</li><li>• Collective Worship</li></ul>	Academy Website and/or On Application
Records management and personal data policies, including: <ul style="list-style-type: none"><li>• Data Protection (including information sharing policies)</li></ul>	On Application



**Class 6 – Lists and Registers**

Any information the school is currently legally required to hold in publicly available registers

(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)

Currently maintained lists and registers only

Information to be published	Where
FOI Disclosure logs	On Application
Asset values	On Application

**Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Information to be published	Where
Extra-curricular activities	On Request
School publications	On Request
Newsletters	On Request

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