



HORBURY BRIDGE CE J&I ACADEMY

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Value Statement

The Academy is committed to conducting its business in an open and transparent way, including making all appropriate information publically available when requested.

PURPOSE

By upholding the Freedom of Information Act, the Academy ('the public authority') commits to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- Specify the information which is held by the Academy 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 Academy 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.

CLASSES OF INFORMATION WHICH CAN BE REQUESTED

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 academy information covered by this scheme and how it can be obtained is detailed in the scheme below (See Appendix).

Where it is within the capability of the academy, information will be provided on its 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, the academy will enable information to be obtained by hard copy or by viewing in person.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, the Headteacher should be contacted. 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 the academy 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

Charges 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 academy 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 the 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 (the academy) 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.

The method by which information published under this scheme will be made available on the school website



APPENDIX 1

GUIDE TO INFORMATION AVAILABLE FROM HORBURY BRIDGE CE J&I ACADEMY UNDER THE FOI ACT PUBLICATION SCHEME

- All hard copies will be charged at the current photocopy rate as charged to the academy+ additional admin time. Please enquire for current costs for any specific document. Postage costs will apply if documents are requested to be posted.
- The school prospectus will be provided free of charge for any existing or prospective parents.

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)
Academy Funding Agreement – a link to the document on the Department for Education’s website	
Academy Order (if applicable)	
School staff and structure – names of key personnel	Prospectus-website /hard copy
Governing body – names and contact details of the governors and the basis of their appointment	Prospectus-website /hard copy
School session times, term dates and holidays	Prospectus-website /hard copy
Location and contact information – address, telephone number and website	Prospectus-website /hard copy
Contact details for the Principal and the Governing Body	Prospectus-website /hard copy
School Prospectus	Prospectus-website /hard copy
School Session times and term dates	Prospectus-website /hard copy
End of Key Stage 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).	(hard copy and/ or website)
Annual budget plan and financial statements	Hard copy
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy
Additional funding – Income generation schemes and other funding sources	Hard copy
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.	Hard copy
Staffing and grading structure	Hard copy
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	(hard copy and/ or website)
School profile: Government supplied performance data OFSTED report – summary and full report	Link on website/hard copy
Academy’s future plans: any major proposals on safeguarding and promoting the welfare of children.	Hard copy
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	CP policy-website/hard copy
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/ or website)
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website/hard copy
Governing body meeting agendas, papers and minutes – information that is properly considered to be private and confidential should be excluded.	Hard copy



Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)
Curriculum circulars and statutory instruments	View in person-web links
Disclosure logs	View in person
Asset register	Hard copy
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy/view in person
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)
Extra-curricular activities	Newletter- Website/hard copy
Out of school clubs	Newletter- Website/hard copy
School publications	Website/hard copy
Services for which the Academy is entitled to recover a fee, together with those fees	Charging and Remissions policy- website/hard copy
Leaflets, booklets and newsletters	Website/hard copy