



FREEDOM OF INFORMATION POLICY

Ratified by Governors/Principal:	Principal
Current ratification date:	Autumn 2015
Review frequency:	Two years
Next review date:	Autumn 2017
Responsibility of:	June Foxtton

PREAMBLE

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

This publication scheme commits Freebrough Academy 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 Academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an Academy:

- 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 classification below.
- To specify the information which is held by the Academy and falls within the classification 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 Academy 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

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers

Information held in registers required by law and other lists and registers relating to functions of the Academy.

7. 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 and disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or 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 the scheme will be made available

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

WRITTEN REQUESTS

Information held by a public 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 request would be made to the Deputy Principal Resources.

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

Freebrough Academy publication scheme is complied, by following the suggested table as set out with, and meets the requirements of the Information Commissioner.

**FREEDOM OF INFORMATION
GUIDE TO INFORMATION AVAILABLE FROM FREEBROUGH ACADEMY UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How information can be obtained	Cost
Class 1: Who we are and what we do. Information at date of request		
Academy Trust- Terms of reference and Delegation of Functions	Hard copy	Refer to page 12
Instrument of Government	Hard copy	Refer to page 12
Contact details for the Principal and the Academy Trust Directors	Hard copy	Refer to page 12
Staff list	Via Academy website	Free
School prospectus	Via Academy website	Free
Academy session times and term dates	Via Academy website	Free
Location and contact information for the Academy	Via Academy website	Free

This document will be kept under regular review in the light of developments and best practice

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Information to be published	How information can be obtained	Cost
Class 2: What we spend and how we spend it. Information for current and previous financial year		
Annual budget plan and financial statements	Hard copy	Refer to page 12
Financial statements	Via website	Free
Capitalised funding	Hard copy	Refer to page 12
Additional funding	Hard copy	Refer to page 12
Procurement and projects	Hard copy	Refer to page 12
Staffing structure	Hard copy	Refer to page 12
Directors' allowances	Hard copy	Refer to page 12

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Information to be published	How the information can be obtained	Cost
Class 3: What our priorities are and how we are doing. Information at date of request		
Academy profile Government supplied performance data	Via Academy website	Free
Academy profile The latest Ofsted report Full report	Via Academy website	Free
Performance management policy and procedures adopted by the Academy Trust	Hard copy	Refer to page 12
Academy Improvement Plan	Hard copy	Refer to page 12
Special Educational Need Offer	Via Academy website	Free

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Information to be published	How the information can be obtained	Cost
Class 4: How we make decisions Information provided for current and previous three years		
Admissions policy	Via Academy website	Free
Admissions decisions statistics	Hard copy	Refer to page 12
Agendas of Academy Trust Full Board meetings and its sub- committees	Hard copy	Refer to page 12
Minutes of meetings [as above] – excluding information that is properly regarded as private to the meeting	Hard copy	Refer to page 12

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Information to be published	How the information can be obtained	Cost
Class 5: Our policies and procedures- Current information only		
Access to Fair Assessment Policy	Via Academy website	Free
Admissions Policy	Via Academy website	Free
Anti- Bullying Policy	Via Academy website	Free
Attendance Policy	Via Academy website	Free
Behaviour for Learning Policy	Via Academy website	Free
Charging and Remissions	Via Academy website	Free
Complaints Policy	Via Academy website	Free
Data Protection Policy	Via Academy website	Free
E-safeguarding Policy	Via Academy website	Free
Health and Safety Policy	Via Academy website	Free
Home- School Agreement	Via Academy website	Free
Lettings	Via Academy website	Free
Medicines and IHP Policy	Via Academy website	Free
Safeguarding	Via Academy website	Free
SEND Policy	Via Academy website	Free
Sex and Relationships Policy	Via Academy website	Free
Student Equality and Diversity Policy	Via Academy website	Free
Uniform Policy	Via Academy website	Free
Violence, Threatening Behaviour and Abuse Policy	Via Academy website	Free
Curriculum and Qualifications	Via Academy website	Free
Staff Recruitment Policy	Hard copy	Refer to page 12

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Information to be published	How the information can be obtained	Cost
Class 6: Lists and Registers	Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard copy	Refer to page 12
Disclosure logs	Hard copy	Refer to page 12
Asset register	Hard copy	Refer to page 12
Any information the Academy is currently legally required to hold in publicly available register. This does not include the attendance register	Hard copy	Refer to page 12

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Information to be published	How the information can be obtained	Cost
Class 7: The services we offer Current information only		
Freebrough Academy Enrichment Programme	Via Academy website	Free
Freebrough Academy hiring of facilities	Via Academy website	Free
Friday@Freebrough	Via Academy website	Free
Academy publications	Via Academy website	Free
Leaflets and newsletters	Via Academy website	Free

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SCHEDULE OF CHARGES: This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing at 4p per sheet for black and white document	Actual cost
	Photocopying/printing at 7p per sheet for colour documents	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation [if applicable]
Other	Any other changes that may arise	Actual cost

The Academy has the right to review these charges.

Feedback, complaints and contact details

We welcome any comments or suggestions you may have about this scheme. If you want to make any comments about this publication scheme or of you require further assistance or wish to make a complaint, then in the first instance please contact the Academy.

Deputy Principal Resources
Freebrough Academy
Linden Road
Brotton
SALTBURN BY THE SEA
TS12 2SJ

If you are not satisfied with this assistance or if we have not been able to resolve your complaint, a formal complaint can be made and should be addressed to the Information Commissioner's Office:

**Information Commissioner's Officer, Wycliffe House, Water Lane, Cheshire, Wilmslow, Cheshire, SK9 5AF TEL: 0303 123 1113
Website: www.ico.gov.uk**