

Freedom of Information Act

Publication Scheme for St Anne's Academy

Aim of the Publication Scheme

The Publication Scheme covers the Academy's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by St Anne's Academy and falls within the classifications below.
- To specify the information that is held by the Academy 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 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.

1. The Classes of Available Information

- **Who we are and what we do.**

Organisational information, structures, locations and contacts.

- **What we spend and how we spend it.**

Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

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

Strategies and plans, audits, inspections and reviews.

- **How we make decisions.**

Decision making processes and records of decisions.

- **Our policies and procedures.**

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

- **Lists and registers.**

Information in currently maintained lists and registers only.

- **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. This includes information protected by the Data Protection Act.
- 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.

2. Requests for Information

Information that is not published under the Scheme can be requested in writing from the Freedom of Information Officer, Mrs Donna Shepherd, at the Academy's address.

All requests will be considered in accordance with the provisions of the Freedom of Information Act.

3. Academy Website

A copy of this Publication Scheme is available on the St Anne's Academy website at www.stannesacademy.org.uk.

4. 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 Academy for routinely published material will be justified, transparent and kept to a minimum.

Information held on the Academy website can be downloaded free of charge.

In the case of information not available through the Academy website, the Academy reserves the right to charge for actual costs incurred such as:

- Photocopying at 10p per sheet
- Postage at actual cost
- Any other actual costs incurred as a result of the specific request for information

If a charge is to be made, details will be given before the information is provided. Payment may be requested prior to the provision of the information.

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 will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such 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.

Freedom of Information Guide to information available from St Anne's Academy under the Publication Scheme

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	
Academy Funding Agreement	Academy website
Academy staff and structure – names of key personnel	Academy website and hard copy on application to the Principal's PA
Governing body – names and contact details of the governors, the basis of their appointment, business interests and attendance records	Academy website
Academy session times, term dates and holidays	Academy website
Location and contact information – address, telephone number and website	Academy website
Contact details for the Principal and the Governing Body	Academy website
GCSE results	Academy and Department for Education websites or hard copy on application to the Principal's PA

Information to be published	How the information can be obtained
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This relates to current and the previous financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Academy website
Annual Budget Plan	Hard copy on application to the Director of Personnel & Finance
Annual Trustee's Report and Financial Statement	Academy website
Capital funding – details of capital funding allocated to the Academy along with information on related building projects and other capital projects	Hard copy on application to the Director of Personnel & Finance
Additional funding – Income generation schemes and other sources of funding, if applicable	Hard copy on application to the Director of Personnel & Finance
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 on application to the Director of Personnel & Finance
Staffing Structure	Hard copy on application to the Director of Personnel & Finance
Pay Policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Hard copy on application to the Director of Personnel & Finance
Governors' Allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy on application to the Director of Personnel & Finance

Information to be published	How the information can be obtained
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report • SIAMS Report 	Academy website
Performance management information	Hard copy on application to the Principal
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy on application to the Child Protection Officer
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Academy website

Information to be published	How the information can be obtained
How we make decisions (Decision making processes and records of decisions) Current and previous three years	
Admissions Policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Academy website
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard copy on application to the Principal's PA

Information to be published	How the information can be obtained
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<p>Academy governance policies including:</p> <ul style="list-style-type: none"> • Charges and Remissions • Child Protection • Complaints • Health and Safety • Recruitment & Selection Guidelines 	Academy website
<p>Student related policies including:</p> <ul style="list-style-type: none"> • Admissions • Anti-Bullying • Behaviour • Home Academy Agreement • Sex & Relationships Education • Special Educational Needs & Disability 	Academy website
<p>Records management and personal data policies including:</p> <ul style="list-style-type: none"> • Data Protection • E-Safety 	Academy website
<p>Equality and diversity policies including:</p> <ul style="list-style-type: none"> • Disability Equality • Single Equality 	Academy website

Information to be published	How the information can be obtained
Lists and Registers Currently maintained lists and registers only	Some information may only be available for inspection
Curriculum circulars and statutory instruments	www.education.gov.uk/publications
Freedom of Information Disclosure Log	Hard copy on application to the Director of Finance
Asset Register	Inspection only on application to the Director of Personnel & Finance
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy on application to the Director of Personnel & Finance
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Extra-curricular activities	Academy website
Out of school clubs	Academy website
School publications	Academy website
Leaflets, booklets and newsletters	Academy website