



HOLY TRINITY

Church of England Academy

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 maintained schools, 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 available in paper form.

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

The school has 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 school by telephone, e-mail, fax or letter. Contact details are set out below or you can visit our school website www.holytrinityceacademy.co.uk.

4. Paying for information

Information published on our website is free. 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 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

Guide to information available from Holy Trinity CE Academy under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost per page
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(Hard Copy and/or website)	
Who's who in the school	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	
Staffing structure	Hard copy Contact Head Teacher	5p
School 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	(Hard copy and / or website)	
Annual Report and Financial Statements	Website	
Articles of Association	Website	
Memorandum of Association	Website	
Register Business Interests	Website	
Directors Attendance	Website	
Master Funding Agreement	Website	
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	Members of the Governing Body do not claim expenses.	
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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	(Hard copy and / or website)	Cost per page
School Profile:- <ul style="list-style-type: none"> • Government supplied performance data • The latest OFSTED report (summary or full report) 	Website	
Performance management policy and procedures adopted by the governing body.	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 and website)	
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) – please note this will exclude information that is deemed confidential to the meetings	Hard Copy	5p
Class 5 – Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy and / or website)	
School policies including:- <ul style="list-style-type: none"> • Health and Safety • Complaints Procedure • Discipline and Grievance • Equal Opportunities 	Hard Copy Hard Copy Hard Copy Hard Copy	5p
Pupil and curriculum policies, including:- <ul style="list-style-type: none"> • Home School Agreement • Sex and Relationships Education • Special Educational Needs and Inclusion • Accessibility Plan • Behaviour and Discipline 	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	5p

Records management and personal data policies, including:- <ul style="list-style-type: none"> • Data Protection – CCTV • Data Protection • Records Retention Schedule and Archive 	Hard copy	5p
Charging regimes and policies <ul style="list-style-type: none"> • This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated. 	Hard copy and /or website	5p
Class 6 – Lists and Registers Currently maintained lists and registers	Hard copy (some information may only be available by inspection)	
Asset Register	Hard Copy	5p
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER).	Hard Copy	
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	Contact School Business Manager	
Extra Curricular Activities	Hard Copy	5p
Out of School Clubs	Hard Copy	5p
Leaflet books and newsletters	Hard Copy	5p
School publications	Hard Copy	5p

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black and white)	
	Photocopying/printing @ 10p per sheet (colour)	

	Postage	Actual costs of Royal Mail standard 1 st or 2 nd class
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