



School Publication Scheme

This is the School Publication Scheme on information available under the Freedom of Information Act 2000.

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all academies and maintained schools, should be clear and proactive about the information they will make public.

This scheme follows the model approved by the ICO and sets out the classes of information which we publish or intend to publish; the format in which the information will be made available and whether the information is available free of charge or on payment.

1. Classes of information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing?
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which **will not** be made available under this scheme includes:

- 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, or notes, documents in older versions, emails or other correspondence.
- 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. How to request information

Requested documents under this scheme will be delivered electronically where possible, but paper copies can be provided. Please contact

Mrs Karen Colmer (School Business Manager) 01803 327090

St Margaret's Academy
Barewell Road
Torquay
TQ1 4PA
Devon

or email admin@st-margarets.torbay.sch.uk

To enable us to process your request quickly, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST”

Documents can be translated under disability legislation into accessible formats where possible.

3. Charges

Information published on the Academy's website is free, although individuals may incur costs from their internet service provider in accessing it.

Single copies of information covered by this publication are provided free unless stated otherwise in the Publication Scheme. If a request means that the Academy has to do a lot of photocopying or printing, or pay a large postage charge it will inform an individual of the cost before fulfilling their request.

4. Feedback

We welcome any comments or suggestions you may have regarding this scheme. Please contact the governing body using the following contact details:

kcolmer@st-margarets.torbay.sch.uk

If individuals wish to make a formal complaint, it needs to 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.

School Publication Scheme

Who We Are and What we Do?

| INFORMATION | HOW THE INFORMATION CAN BE OBTAINED | COST |
|--|-------------------------------------|------|
| Who is who in the management staff | Website | Free |
| Who is who on the Board | Website | Free |
| Articles of Association | Website | Free |
| Contact details for the Headteacher and for the Governing Body, via the school | Website | Free |
| Trustees Annual Report | Website | Free |
| Staffing Structure | Website | Free |
| School session times and term dates | Website | Free |
| Address of school and contact details, including email address | Website | Free |
| School Curriculum | Website | Free |

What We Spend and How We Spend It

| INFORMATION | HOW THE INFORMATION CAN BE OBTAINED | COST |
|---|-------------------------------------|------|
| Annual budget plan and financial statements | Website | Free |
| Capital funding | Website | Free |
| Financial audit reports | School Office | Free |
| Pay policy | School Office | Free |

What Our priorities Are and How are We Doing?

| INFORMATION | HOW THE INFORMATION CAN BE OBTAINED | COST |
|-----------------------------------|-------------------------------------|------|
| Performance Data | Website | Free |
| Appraisal Policy | School Office | Free |
| The Academy's vision and aims | Website | Free |
| Ofsted report | Website | Free |
| Safeguarding and child protection | Website | Free |

How We Make Decisions

| INFORMATION | HOW THE INFORMATION CAN BE OBTAINED | COST |
|--|-------------------------------------|------|
| Admissions Policy | Website | Free |
| Agendas and Minutes of the meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as confidential to the meetings) | Clerk to the Governors | Free |

Our Policies and Procedures

| INFORMATION | HOW THE INFORMATION CAN BE OBTAINED | COST |
|--|-------------------------------------|------|
| School Policies | Website School Office | Free |
| GDPR (Data Protection Policy, Freedom Of Information Policy) | Website | Free |

Lists and Registers

| INFORMATION | HOW THE INFORMATION CAN BE OBTAINED | COST |
|--|-------------------------------------|------|
| Trustees of St Margaret's Academy and Business Interests | Website School Office | Free |
| Declarations of Business Interests (Key personnel) | School Office | Free |