

# Atlantic Centre of Excellence Multi Academy Trust

## FREEDOM OF INFORMATION

### Guide to information available from ACE MAT and its academies under the model publication scheme <sup>1</sup>

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Websites Prospectus	n/a
Who's who in the school	Websites	n/a
Who's who on the governing body and the basis of their appointment	Websites	n/a
Instrument of Government	Websites / hard copy	postage
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Address Headteacher and governing body through the schools	n/a
School prospectus	Websites / hard copy	
Annual Report	Websites / hard copy	Postage
Staffing structure	Websites	n/a
School session times and term dates	Websites	n/a
<b>Class 2 – What we spend and how we spend it</b> (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 websites)	
Annual budget plan and financial statements	Previous year – websites Current year – hard copy	postage
Capitalised funding	As above	
Additional funding	As above	

<sup>1</sup> <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Procurement and projects	As above	
Pay policy	Under review (hard copy)	postage
Governors' allowances	Hard copy	postage

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or websites)	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Websites / hard copy Websites / hard copy	Postage postage
Performance management policy and procedures adopted by the governing body.	Hard copy	Postage
Every Child Matters – policies and procedures	Websites / hard copy	Postage

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or websites)	
Admissions policy/decisions (not individual admission decisions)	Websites / hard copy	Postage
Agendas of meetings of the governing body and (if held) its sub-committees	Hard copy	Postage + time
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	Hard copy	Postage + time

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or websites)	
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> </ul>	Websites / hard copy	postage

Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>		
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	Websites / hard copy	postage
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy	
Charging regimes and policies. 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.	?	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or websites; some information may only be available by inspection)	
Disclosure logs	Hard copy	
Asset register	Hard copy	postage

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	On request	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or websites; some information may only be available by inspection)	
Extra-curricular activities	Websites / newsletter	
Out of school clubs	Websites / newsletter	
School publications	Prospectus	
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters	Websites / hard copy	postage
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Atlantic Centre of Excellence Multi Academy Trust  
c/o St Columb Minor ACE Academy  
Porthbean Road  
Newquay TR7 3JF

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority