



Holbrook Academy

FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Date Approved	Finance and Personnel Committee	9 th March 2021
Signed	L Cullen Chair of Governors	
Minuted	9 th March 2021	
Date of Next Review	Finance and Personnel Committee	Spring 2022

This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required.

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1. Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Holbrook Academy without further approval and will be valid until further notice.

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

2. About Us

Holbrook Academy is a convertor academy, an exempt charity limited by guarantee.

To access general information about the school please use our website which is regularly updated. Hard copies of information held on it are available from the school.

3. Written Requests

Information held by a school that is not published on the website 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.

Please contact:

Mr Tom Maltby
Headteacher
Holbrook Academy
Ipswich Road
Holbrook
Ipswich
IP9 2QX

Tel: 01473 328317

Email: office@holbrookacademy.org

4. Schedule of Available Information

Who we are and what we do

- Memorandum and Articles of Association
- Governing Body – names and background information
- School session times and term dates
- Location and contact information

What we spend and how we spend it

- Funding Agreement
- Annual audited accounts
- Additional funding (including Pupil Premium)
- Finance Regulations (Academies Financial Handbook)
- Pay Policy
- Staffing and grading structure

What our priorities are and how we are doing

- School profile including Ofsted reports
- Performance management information
- School's future plans
- Safeguarding/child protection

How we make decisions

- Admissions policy
- Scheme of delegation / Decision Planner
- Minutes of meetings of the Governing body and its sub-committees (with the exception of information that is properly considered to be private to the meeting)

Our Policies & Procedures

- Acceptable Use
- Admissions
- Anti-bullying
- Attendance
- Assessment
- Behaviour & Rewards
- Capability
- Careers Policy
- Charging & Remissions
- Complaints Procedure
- Data protection
- Equality
- Equal Opportunities
- Exam Contingency Plan
- Finance Policy & Procedures
- Finance regulations (Academies Financial Handbook)
- First Aid
- Freedom of information & Publication Scheme
- Health and safety policy
- Home school agreement

- Homework
- Information Management Handbook (including use of CCTV)
- Lettings
- Literacy
- Management of staff sickness absence
- Membership of the academy trust
- Mission statement and aims
- Non examination assessment
- Pecuniary interest
- Performance management
- Risk Assessment
- Role of governors terms of reference
- Safeguarding
- Scheme of delegation
- *School support staff salaries*
- *School teaching staff salaries*
- SEND offer
- Sex and relationships
- Staff leave of absence
- *Staff conduct*
- Staff disciplinary procedure
- Staff grievance procedure
- Staff harassment and bullying
- Supporting Students with Medical Conditions
- Teaching and Learning
- Whistleblowing

Lists and registers

- Curriculum circulars and statutory instruments

The Services we offer

- Extra-curricular activities
- Out of school clubs
- School publications
- School calendar
- Information for Parents/Carers

Leaflets, booklets and newsletters

- Academy Newsletter

5. Classes of information not available 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.
- 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.

Where it is within the capability of the school, information will be provided on the school website. If the information you request is only available to view in person a mutually agreed appointment will be made to make the information available to you at the school.

The school recognises its obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

6. Fees

The school aims to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school, 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 actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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

7. Copyright and Intellectual Property Rights

Certain information may be subject to copyright or other restrictions of use. We advise you to check with us before reproducing or republishing any document or part of any document.

We may allow commercial use of information held by the authority under the Re-Use of Public Sector Information Regulations 2005. This can apply to the re-use of public sector information, excluding that held by schools, educational establishments, archives, libraries, museums and theatres. If we do make the information available for re-use, we will do so in a transparent, non-exclusive and fair manner and for each set of data made available we will publish a standard range of fees for their re-use. The authority will retain the copyright of information and will always make it available to anyone else who wishes to use it in the same way on exactly the same terms. You can ask to re-use any information supplied to you, for example, in response to a request made under the Freedom of Information Act. We will publish a list of all information made available for reuse and the standard license terms that apply to its re-use.

8. Retention Policy

The school follows the Information & Record Management Society retention guidelines. A copy of this is available from <http://www.irms.org.uk/>

9. Exemptions

We are committed to making as much information as possible available but some necessary exemptions from disclosure are allowed under Freedom of Information law.

These include information you can get easily by other means, court records, most of the more sensitive personal information, information that has been provided to us in confidence and where there are legal prohibitions on disclosure.

There are other exemptions including where vexatious or repeated requests are received, where the information is intended for future publication, where it relates to legal proceedings or law enforcement, where someone's health or safety could be harmed, where information is subject to legal privilege, where commercial interests or the conduct of public affairs might be prejudiced and for communications with royalty.

We may withhold this information if there is a clear public interest in doing so. In some cases, we cannot release the information until a specific date.

10. Personal Information

We will not usually give out information concerning or containing references to other individuals or third parties (other than those acting in a relevant professional capacity).

However, the Freedom of Information Act does permit the release of certain personal information where this is judged to be in the public interest.

Please refer to the Data Protection Policy available from the school website: www.holbrookacademy.org