



Holbrook Academy

FREEDOM OF INFORMATION POLICY

Date Approved	Finance and Personnel Committee	24 th June 2015
Signed	Chair of Finance & Personnel Committee	
Minuted	24 th June 2015	
Date of Next Review	Finance and Personnel Committee	Summer 2017
	Governing Body	

WHOLE SCHOOL POLICY FOR FREEDOM OF INFORMATION

Policy Consultation & Review

This policy has been authorised by the Governors, is addressed to all members of staff and volunteers and is available to parents on request. It is published on the Academy website and is available on request from the Academy Office. We also inform parents and carers about this policy when their children join our academy and through our Academy Newsletter.

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

One of the aims of the Freedom of Information Act 2000 (referred to as the FOIA in the remainder of this policy) is to ensure that public bodies, including all maintained schools and academies, should be clear and proactive about the information that they make public.

In order to do this we must produce a model publication scheme setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

This model scheme covers information already published and information which is to be published in the future. All information in our FOIA publication scheme is or can be made available in paper form.

Some information which we hold may not be made public, for example personal information. This scheme conforms to the model scheme for schools approved by the Information Commissioner.

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 information is split into categories, or 'classes', of information as contained in section 6 of this document below. The classes of information that we undertake to make available are organised into four broad topic areas:

- Information published on the Academy website.
- Governors' Documents – information published in Governing Body documents, e.g. agendas and meeting minutes. Information relating to Holbrook Academy and its Governors.
- Students and Curriculum – information about policies that relate to students and the Academy curriculum.
- Academy Policies and other information related to the Academy – information about policies that relate to the Academy in general.

3. HOW TO REQUEST INFORMATION

If you require a paper version of any of the documents within the scheme, please contact the academy by telephone, e mail, fax or letter. Contact details are set out below:

E – Mail	office@holbrookacademy.org
Telephone	01473 328317
Fax	01473 327362

Contact Address: Holbrook Academy
Ipswich Road
Holbrook
Ipswich
IP9 2QX

To help us process your request quickly, please clearly mark any correspondence "FREEDOM OF INFORMATION PUBLICATION SCHEME REQUEST"

If the information you're looking for isn't available via the publication scheme you can still contact the Academy to ask if we have it or could obtain it for you.

4. PAYING FOR INFORMATION

Information published on our website is free, although you may incur a cost from your Internet service provider. If you do not have Internet access you can access our website using a local library or Internet Café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we are obliged to undertake a lot of photocopying or printing, or to pay a large postage charge, or your request is for a priced items such as some printed publications or videos and DVD's, we will advise you of the cost before fulfilling your request. Where there is or may be a charge, this will be indicated by a £ sign in the description box. Black and white photocopies will be charged at 2p per sheet and colour 10p per sheet. Postal charges will be charged as advised by Royal Mail and will pertain to your own request for postage – eg first, second or recorded delivery, etc. Once your request has been quantified we will issue you with a fees notice in advance of you receiving any information or documentation from the academy. This notice must be paid within 3 months or we will deem your request to be null and void.

5. INFORMATION BY 'CLASSES'

6A. Academy Website

Class	Description
Academy Website	<p>The statutory contents of the Academy's website are as follows: (other items may be included at the Academy's discretion):</p> <ul style="list-style-type: none"> • The name, address and telephone number of the Academy and the type of Academy. • The names of the Headteacher and the Chair of Governors. • Information on the Academy's policy on admissions. • A statement of the Academy's ethos and values. • Information about the Academy's policy on providing for students with special educational needs. • National Curriculum assessment results for appropriate Key Stages, with national summary figures. • GSCE/GNVQ results in the Academy, locally and nationally. • A summary of GCSE results in the Academy and nationally. • The arrangements for visits to the Academy by prospective parents.

6B. The Governing Body

Class	Description - £
Instrument of Governors	<ul style="list-style-type: none"> • The name of the Academy. • The Academy's ethos statement. • The name of the governing body. • The manner in which the governing body is constituted. • The term of office of each category of governor if less than 4 years. • The name of the person or body entitled to appoint any category of governor. • The date the instrument takes effect.
Minutes of meeting of the governing body and its committees.	<ul style="list-style-type: none"> • Agreed minutes of meetings of the governing body and its committees (current and last full academic school year)

6C. Students and Curriculum Policies

Class	Description - £
Home/ School Agreement	Statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and the Academy's expectations of its students, e.g. home learning arrangements
Sex Education Policy	Statement on policy with regards to sex and relationships
Special Education Needs Policy	Information about the Academy's policy on providing for students with special educational needs.
Disability & Accessibility Policy	Policy for increasing participation of disabled students in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students and their families/carers.
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of students at the Academy.
Anti Bullying Policy	Statement describing the Academy's policy on bullying.
Race Equality Policy	Statement of policy for promoting race equality.
Marking Policy	Statement on the marking of students' work.
Attendance Policy	Statement on the Academy's attendance policy and guidelines.
Admissions Policy	The Academy operates within and to Suffolk County Council's corporate admissions guidelines.
Behaviour Policy	Statement of general principles on behaviour and discipline.

6D. Academy Policies and other information relating to the Academy.

Class	Description - £
Published inspection reports referring expressly to the school	Inspection report of the last Ofsted inspection of the Academy and the summary of the report. Copies of Ofsted monitoring reports.
Post inspection action plans	A plan setting out the actions required following the last Ofsted inspection.
Charging & Remissions Policy	A statement of the Academy's policy with respect to charges and remissions for any optional extra or board and lodging, for which charges are permitted, eg Academy publications, music tuition, and educational visits.
Curriculum circulars & statutory instruments	As available from DFE etc
Continuing Professional Development & Performance Management	Statement of procedures adopted by the governing body relating to the performance and management of Academy staff.
Complaints Procedure	The policy for dealing with concerns and complaints.
Health & Safety Policy	Statement of general policy with respect to Health & Safety at work of employees (and others) and the organisation and arrangements for implementing the policy.
Annual Budget plan & financial statements	Information relating to the budget for the Academy. How we procure goods and services, capital and additional funding. Financial audits.

6. **FEEDBACK AND COMPLAINTS**

We welcome any comments or suggestions you may have about this publication scheme. If you wish to make any comments, or you require further assistance or you wish to make a complaint then initially this should be addressed to:

E – Mail office@holbrookacademy.org
Telephone 01473 328317
Fax 01473 327362

Contact Address: Holbrook Academy
 Ipswich Road
 Holbrook
 Ipswich
 IP9 2QX

If you are not satisfied with the assistance you receive or if we have not been able to resolve your complaint and you believe that a formal complaint is required 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's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 08456 30 60 60 or 01625 54 57 45 / **Fax:** 01625 524510

Website - www.ico.gov.uk – which also holds online contact information for all departments and all email contact.