

# **POLICY DOCUMENTATION**

## **GREAT SCHOOLS ARE CONSISTENT SCHOOLS**



<b>POLICY</b>	<b>Freedom of Information Act 2000</b> <b>Freedom of Information Publication Scheme</b>
<b>RESPONSIBILITY</b>	Principal
<b>LAST REVIEWED</b>	May 2018



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# Freedom of Information Publication Scheme

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

The scheme commits Dixons McMillan Academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classifications below.
- To specify the information which is held by the Academy and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Academy makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of Information

### **Who we are and what we do:**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it:**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing:**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions:**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures:**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers:**

Information held in registers required by law and other lists and registers relating to the functions of the Academy.

### **The services we offer:**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally 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.

## The method by which information published under this scheme will be made available

The Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the Academy, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Academy 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 information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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

## **Written Requests**

Information held by Dixons McMillan that is not published 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.

## **Contact Details**

If you require a paper version of any information, or want to ask whether information is available please contact the Academy by telephone, email or letter. Contact details are set out below or you can visit the Academy website at [www.dixonsma.com](http://www.dixonsma.com).

Dixons McMillan Academy  
Trinity Road  
Bradford  
BD5 0BE Telephone: 01274 424350

To help us process requests quickly, any correspondence should be clearly marked 'Publication Scheme Request'.

<b>Information to be published</b>	<b>How the information can be obtained</b> (Hard Copy and/or Website)	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> This will be current information only		
Who's who in the Academy	Via Main Office	No Charge
Who's who on the Governing Body and the basis of their appointment	Via Clerk to Governing Body	No Charge
Instrument of Government	Hard Copy	Schedule of Charges
Contact details for the Principal and for the Governing Body (named contacts where possible with telephone number and email address (if used))	Via Clerk to Governing Body	No Charge
Academy Prospectus	Website	No Charge
Staffing structure	Hard Copy	Schedule of Charges
Academy session times and term dates	Website	No Charge
<b>Class 2 – What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard Copy	No Charge
Capitalised funding	Hard Copy	No Charge
Additional funding	Hard Copy	No Charge
Procurement and projects	Hard Copy	No Charge
Pay policy	Hard Copy	No Charge
Staffing and grading structure	Hard Copy	No Charge
Governors' allowances	Hard Copy	No Charge
<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b> Current information as a minimum		
Academy 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>	Hard Copy Website	Schedule of Charges No Charge
Performance management policy and procedures adopted by the governing body	Hard Copy	Schedule of Charges
Academy Development Plan	Hard Copy	Schedule of Charges
Safeguarding policies and procedures	Website	No Charge

<b>Class 4 – How we make decisions</b> <b>(Decision making processes and records of decisions)</b> Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website	No Charge
Agendas of meetings of the governing body and (if held) its sub-committees	Hard Copy	Schedule of Charges
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meetings.	Hard Copy	Schedule of Charges
<b>Class 5 – Our policies and procedures</b> <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b> Current information only		
Academy policies including: <ul style="list-style-type: none"> <li>• Complaints Procedure</li> <li>• Dealing with Allegations of Abuse Against Teachers and Other Staff</li> <li>• Disciplinary</li> <li>• Equality Information and Objectives</li> <li>• Fire Risk Management</li> <li>• Grievance</li> <li>• Health and Safety</li> <li>• Leave of Absence</li> <li>• Privacy Notice</li> <li>• Professional Conduct</li> <li>• Staff recruitment policies</li> </ul>	Website	No Charge
Student and curriculum policies, including: <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Behaviour for Learning</li> <li>• Educational Visits</li> <li>• Exclusions</li> <li>• Feedback</li> <li>• Home-Academy Agreement</li> <li>• Sex and Relationship Education</li> <li>• Special educational needs</li> <li>• Teaching and Learning</li> </ul>	Website	No Charge
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Privacy Notice</li> <li>• Data Protection</li> </ul>	Website	No Charge
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.	Website	No Charge
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard Copy	Schedule of Charges
Disclosure logs	Hard Copy	Schedule of Charges
Asset register	Hard Copy	Schedule of Charges
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard Copy	Schedule of Charges

**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

Extra-curricular activities	Website	No Charge
Out of Academy clubs	Website	No Charge
Academy publications	Website	No Charge
Services for which the Academy is entitled to recover a fee, together with those fees	Website	No Charge
Leaflets books and newsletters	Website	No Charge

**Schedule of Charges**

Type of Charge	Description	Basis of Charge
<b>Disbursement cost</b>	Photocopying/printing @ 3p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 10p 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

\*The actual cost incurred by the Academy