



“Let your light shine before others”

Matthew 5 v 16

The following policy is reflective of our deeply held Christian Vision and Values .

Vision

We are committed to creating a safe, happy and enriching environment where we all aspire to thrive, achieve and celebrate success together.

Our aim is to promote the dignity and well-being of every child and staff member and ensure they flourish in the course of their journey with us.

Values

Our core Christian values of Hope, Wisdom , Community and Joy underpin all that we strive to achieve to enable our ‘light to shine before others’ [Matthew 5 v 16](#)

Freedom of Information Act Publication Scheme for Selwood Academy

1.Introduction

In line with the Freedom of Information Act 2000 and best practice set out by the Information Commissioner’s Office (ICO), Selwood Academy makes the following commitments:

- 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.

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- 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.

2. Classes of Information

The Academy holds information in the following categories and will make these available:

- **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 authority.
- **The Services we Offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3. The Academy will not generally make the following classes of information available:

- 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.

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

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Where it is within the capability of Selwood Academy, information will be provided when an individual does not wish to access the information by the website, Selwood Academy will ensure information can be obtained by other 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 Selwood 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.

5. 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 Selwood 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.

6. Written Requests

Information held by Selwood Academy 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.

Guide to information available from Selwood Academy under the publication scheme

WHO WE ARE AND WHAT WE DO

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(Organisational information, structures, locations and contacts, current information only)

Information to be published	How the information can be obtained	Charge
School Funding Agreement	Website	Free
School staff and structure – names of key personnel	Website	Free
Trust Board – names and contact details of the trustees and the basis of their appointment	Website	Free
School session times, term dates and holidays	Website	Free
Location and contact information – address, telephone number and website	Website	Free
Contact details for the Principal and the Trust Board	Website	Free

WHAT WE SPEND AND HOW WE SPEND IT

Information to be published	How the information can be obtained	Charge
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Website	Free
Pay policy – a statement of the School’s policy on procedures regarding teachers’ pay	Website On request	Online/Email - Free Hard Copy – 5p per A4

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Information to be published	How the information can be obtained	Charge
Strategies and plans, performance indicators, audits, inspections and reviews	Website On request	Online/Email - Free Hard Copy – 5p per A4
School profile <ul style="list-style-type: none">• Government supplied performance data• OFSTED report – summary and full	Website	Free
School’s future plans – any major proposals on	On request	Online/Email - Free Hard Copy – 5p per A4

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safeguarding and promoting the welfare of children.		
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	Free

HOW WE MAKE DECISIONS

Information to be published	How the information can be obtained	Charge
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria	Website	Free
Trust Board meeting agendas, papers and minutes.	On request	Online/Email - Free Hard Copy – 5p per A4

OUR POLICIES AND PROCEDURES

Information to be published	How the information can be obtained	Charge
Current written protocols, policies and procedures for delivering our services and responsibilities	Website On request	Online/Email - Free Hard Copy – 5p per A4
School policies including: <ul style="list-style-type: none"> • Charging and Remissions • Health and Safety • Complaints Procedure • Staff Conduct • Discipline and Grievance • Pay Policy • Staffing Structure • Safer Recruitment • Pupil and Curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Equality • Collective worship • Behaviour 	Website On-Request	Online/Email - Free Hard Copy – 5p per A4

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Records management and personal data policies: <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies • Equality and diversity(Policies, schemes, statements, procedures and guidelines relating to equal opportunities) • Policies and procedures for the recruitment of staff 	On request	Email - Free Hard Copy – 5p per A4
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LISTS AND REGISTERS

Information to be published	How the information can be obtained	Charge
Currently maintained lists and registers only	Hard copy - some information may only be available for inspection.	Hard Copy – 5p per A4
Curriculum circulars and statutory instruments	On request	Hard Copy – 5p per A4
Any information the School is currently legally required to hold in publicly available registers	On request	Hard Copy – 5p per A4

THE SERVICES WE OFFER

Information to be published	How the information can be obtained	Charge
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
School publications	Website	Free
Services for which the School is entitled to recover a fee, together with those fees	Website On request	Online/Email - Free Hard Copy – 5p per A4
Leaflets, booklets and newsletters	Website	Free

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