



## Freedom of Information Policy

### Model publication scheme

#### Freedom of Information Act

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

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

The scheme commits the 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.
- To publish any dataset held by the academy that has been requested, and any updated versions it holds, unless the academy is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the academy is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **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 Guide to Information below indicates the information which is required to be published and how it can be obtained.

Where it is within the capability of the academy, information will be provided on its 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other enactments.

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 the 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.

Policy adopted by the governing body on: 7<sup>th</sup> July 2021

Reviewed 13<sup>th</sup> July 2023

# Thrunscoe Primary and Nursery Academy

## Guide to information available under the publication scheme

This Annex indicates the required information for each of the 'Classes of Information' listed in the main provision, and either provide details of where such data has been published, or the contact details of who can provide the information.

### 1. Who we are and what we do

Only current information will be provided.

Information type	Where Found
Instrument of Government	Academy office files
Academy prospectus	Academy web-site
Outline of curriculum	Academy web-site/prospectus
Governing Body	Academy web-site/prospectus
Academy session times	Academy web-site/prospectus
Term dates and holidays	Academy web-site
Location and contact data	Academy web-site

### 2. What we spend and how we spend it

Financial information for the current and previous two financial years will be available.

Information Type	Where Found
Annual budget plan	Contact the Academy Office for the budget plan and any expenditure on items over £5000
Pupil premium funding	Academy web-site

Capital funding	Contact the Academy Office
Financial audit reports	Contact the Academy Office
Procurement and contracts	Contact the Academy Office for the Finance policy and procedures. Contact the Academy Office for any “let” contract details
Pay policy	Academy Office
Senior Staff allowances and expenses	Contact the Academy Office for details
Staff pay and grading	The organisational structure is contained in the prospectus and also shown separately on the academy web-site. Contact the Academy Office for staff salary bands.
Governors expenses	Academy Office file for the Policy

### 3. What our priorities are and how we are doing

Only current information will be provided.

Information Type	Where Found
Performance data supplied to the government	Link provided from the academy web-site to both the DFE and Ofsted web-sites.
Latest Ofsted report	Link provided from the academy web-site
Performance management information	Academy Office file for the Policy
Academy’s future plans	Approved FGB meeting minutes are available by contacting the Academy Office
Safeguarding and child protection	Academy Office file/website for policy

#### 4. How we make decisions

Information for the current and previous three years will be available.

Information Type	Where Found
Admission policy	Academy web-site has the Admissions policy for the Nursery.  The academy adopts the Admissions Policy of North East Lincolnshire Council and this is available on the academy web-site .
Minutes of meetings of the Governing Body	Approved minutes of meetings are available by contacting the Academy Office

#### 5. Our policies and procedures

Only current information in this class will be available.

Information Type	Where Found
Academy policies and other documents	All policies required by the DFE can be found in the academy office files
Records management and personal data policies	Data protection policy can be found on the academy web-site.  For information security and records management policies contact the Academy Office.
Equality and diversity	Academy web-site has the Equality information and objectives policy
Policies and procedures for recruitment of staff	The Staff Recruitment policy adopted from North East Lincolnshire Council can be obtained from the academy office.  The academy web-site shows current vacancies at the academy.  North East Lincolnshire Council web-site also contains a list of vacancies including those at the academy.
Charging regimes and policies	Academy web-site has the policy

## 6. Lists and registers

Only current maintained lists and registers will be available.

<b>Information Type</b>	<b>Where Found</b>
Curriculum circulars and statutory instruments	Contact the Academy Office for details
Disclosure log	A log showing information provided as part of a FOI request is kept in the Academy Office
Asset register	Contact the Academy Office for details

## 7. The services we offer

Only information not included in the previous 'Classes' will be available.

<b>Information Type</b>	<b>Where Found</b>
Extra curricular activities	Contact the Academy Office
Out of academy clubs	Contact the Academy Office as these vary dependent on the term
Academy publications	Contact the Academy Office
Services for which academy can charge	Contact the Academy Office. The Charging policy can be found on the academy web-site
Leaflets, booklets and newsletters	Contact the Academy Office

**Thrunscoc Primary and Nursery Academy**

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**Schedule of charges**

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
Disbursement cost	Photocopying/printing (black & white)	4p per sheet
	Photocopying/printing (colour)	10p per sheet
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> class
Statutory fee	In accordance with the Freedom of Information Act, in particular section 12.	In accordance with the relevant legislation