

The Boston Witham Academies Federation



WYGATE PARK ACADEMY

FREEDOM OF INFORMATION POLICY

This policy is modelled on the model publication scheme prepared and approved by the information commissioner. This commits the academies in The Boston Witham Academies Federation (the Trust) 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 each academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The policy commits each 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 the scheme.
- To produce and publish 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 authority 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
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The service we offer

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 Trust aims to publish information regularly on the Trust or individual Academy websites. Anyone who requires a paper version of any documents within the policy should contact the Trust as follows:

Jonathan Jackson – Finance Director
The Boston Witham Academies Federation
Marian Campus
Marian Road
Boston
PE21 9HB

Email – jonathan.jackson@bwaf.net

To assist the Trust in responding to requests any correspondence should be clearly marked “FREEDOM OF INFORMATION REQUEST”.

Information to be published
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only
Who’s who in the academy
Who’s who on the governing body and the basis of their appointment
Instrument of Government
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))
Academy prospectus
Staffing structure
Academy session times and term dates

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>
Annual budget plan and financial statements
Capitalised funding
Additional funding
Procurement and projects
Pay policy
Staffing and grading structure
Director / Governors' allowances
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report
Appraisal policy and procedures adopted by the governing body.

Academy future plans / Development Plan
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>
Admissions policy/decisions (not individual admission decisions)
Agendas of meetings of the governing body and (if held) its sub-committees
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>
<p>Academy policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Public sector equality plan and accessibility policy
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum statement • Sex education • Special educational needs

<ul style="list-style-type: none"> • Collective worship • Careers education • Behaviour
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Privacy notice (Data protection-including information sharing policies)
<p>Charging regimes and policies.</p> <p>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.</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>
<p>Curriculum circulars and statutory instruments</p>
<p>Disclosure logs</p>
<p>Asset register</p>
<p>Any information the academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>
<p>Extra-curricular activities</p>

Out of academy clubs
Academy publications
Services for which the academy is entitled to recover a fee, together with those fees
Leaflets books and newsletters
Additional Information This will provide the academies with the opportunity to publish information that is not itemised in the lists above
Multi Media prospectus Haven High Federation Newsletters produced 3 times annually

Charging for information

If information requested is published on the Trust or Academy website, no charge will be made.

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;
- Costs directly incurred as a result of viewing information

If it is anticipated that a charge will be made, the Trust will inform the person requesting the information before the request is fulfilled.

Update June 2016