

Chantry Academy
Freedom of Information Act Publication Scheme



Freedom of Information Act Publication Scheme

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 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

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.

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 authority 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 a public authority, 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, a public authority 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 an authority 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 authority 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 a public authority 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 for the school are as follows:

Chantry Academy
Mallard Way
Ipswich
Suffolk
IP2 9LR

Tel: 01473 687181

E-mail: admin@chantryacademy.org
Website: www.chantryacademy.org

The method by which information published under this scheme will be made available is included in Appendix 1.

Freedom of Information Guide to information available from Chantry Academy under the Publication Scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	(hard copy and/ or website)	No charge for information published on the website.
Academy Funding Agreement – a link to the document on the Department for Education’s website	http://www.activelearningtrust.org/about/finance	
Academy Order (if applicable)	Hard copy on request	Schedule of charges
School staff and structure – names of key personnel	School website	
Governing body – names and contact details of the governors and the basis of their appointment	School website	
School session times, term dates and holidays	School website	
Location and contact information – address, telephone number and website	School website (www.chantryacademy.org)	
Contact details for the Principal and the Governing Body	School website	
Outline of the school curriculum	School website	
GCSE results – a link to the data on the Department for Education’s website	http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=141640	

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</i></p>	(hard copy and/ or website)	No charge for information published on the website
Annual budget plan and management accounts	Viewing available by arrangement.	No charge
Annual financial accounts – part of The Active Learning Trust		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Viewing available by arrangement.	No charge
Additional funding – Income generation schemes and other sources of funding.	All income is shown on budget and management accounts.	
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Procurement procedures are detailed in the school's Financial Controls Manual (hard copy on request).	Schedule of charges
Staffing and grading structure	Included in Pay Policy (see below).	
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Pay Policy – hard copy on request (or e-mail free of charge).	Schedule of charges
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy on request (or e-mail free of charge).	Schedule of charges

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current information should be published.</i>	(hard copy and/ or website)	No charge for information published on the website
School profile: Government supplied performance data	http://www.education.gov.uk/cgi-bin/schools/performance/	
School profile: OFSTED report – summary and full report	School website Ofsted website	
Performance management information - policy	Hard copy on request (or e-mail free of charge).	Schedule of charges
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	Refer to minutes of Local Governing Body (available to view by arrangement).	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Policies on school website: <ul style="list-style-type: none"> Safeguarding 	

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years as a minimum</i>	(hard copy and/ or website)	No charge for information published on the website
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Admission Arrangements document on school website along with link to Suffolk's arrangements. Information on application numbers available on Suffolk County Council website.	
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Viewing available by arrangement.	No charge

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our	(hard copy and/ or website)	No charge for

services and responsibilities) <i>Current information only</i>		information published on the website
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety policy • Complaints Procedure • Disciplinary Procedure • Grievance policy • Pay policy • Safeguarding policy • Staff Code of Conduct 	Policies are published on the school website (except for Pay policy and Staff Code of Conduct which are available on request).	
Pupil and curriculum policies or procedures, including: <ul style="list-style-type: none"> • Behaviour for Learning procedures • Home-school agreement • Curriculum maps • Sex & Relationships Education policy • Special Education Needs policy • Pupil Premium plan and statement • Accessibility Plan • Supporting pupils with medical conditions (as part of SEND policy) 	Policies and procedures are are published on the school website.	
Records management and personal data policies, including: <ul style="list-style-type: none"> • Data Protection policy 	Will be available on school website once governors have approved it.	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 	<ul style="list-style-type: none"> • Equality and diversity policy on website 	
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.	Charging & Remissions policy published on school website.	

Information to be published	How the information can be obtained	Charge
Lists and Registers <i>Currently maintained lists and registers only</i>	(hard copy and/ or website; some information may only be available for inspection)	No charge for information published on the website
Disclosure logs e.g. requests under FOI	Viewing available by arrangement.	
Asset register	Held by The Active Learning Trust.	
Any information the Academy is currently legally required to hold in publicly available registers	Viewing available by arrangement.	

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Information on extra-curricular activities and after school clubs is available on the school website.	
Out of school clubs		
School publications	Information on website.	
Services for which the Academy is entitled to recover a fee, together with those fees	Available on request.	
Leaflets, booklets and newsletters	Newsletters are available on the school website.	

Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	A4 Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	A4 Photocopying/printing @ 10p per sheet (colour)	Actual cost *

	A3 Photocopying/printing @ 8p per sheet (black & white)	Actual cost *
	A3 Photocopying/printing @ 12p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class post
Statutory fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the school