

# Freedom of Information Policy

## 1. Introduction

One of the aims of the Freedom of Information Act (which is referred to as FOIA in the rest of this document) is that public authorities, including all academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- a) The classes of information which we publish or intend to publish;
- b) The manner in which the information will be published; and
- c) Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off (indicated by 'School Website' in the tables below) or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for academies approved by the Information Commissioner.

## 2. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 5 of this scheme and are focussed around the following categories:

- a) Who we are and what we do
- b) What we spend and how we spend it
- c) What our priorities are and how we are doing
- d) How we make decisions
- e) Our policies and procedures
- f) Lists and registers
- g) The Services we offer

The classes of information will not generally include:

- a) 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.
- b) Information in draft form.
- c) 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.

### 3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Email: [info@tovelearning.org.uk](mailto:info@tovelearning.org.uk)

Tel: 01327 350284

Fax: 01327 359061

Address: Sponne School, Brackley Road, Towcester, Northants, NN12 6DJ

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the school to ask if we have it.

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. Such requests should be made to the Headteacher at the school.

### 4. Paying for information

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:

- a) photocopying
- b) postage and packaging
- c) 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.

### 5. Classes of Information Currently Published

The classes of information will not generally include:

- a) 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.



- b) Information in draft form.
- c) 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.

Information published under this scheme will be made available as detailed below:

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b>		
Academy Funding Agreement – <a href="http://www.sponne.org.uk">www.sponne.org.uk</a>	MAT Website School Website	
Academy Order	Hard copy	Photocopying
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	
Contact details for the Headteacher and the Governing Body	School Website	
School Prospectus	Hard Copy/ School Website	
School Session times and term dates	School Website	
GCSE results – <a href="http://www.education.gov.uk/schools/performance/">http://www.education.gov.uk/schools/performance/</a>	School and DfE Website	
<b>What we spend and how we spend it</b>		
Copies of accounts that have been filed with the Charity Commission and Companies House.	MAT Website School Website Companies House Website Hard copy	Photocopying
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Hard copy	Photocopying



Additional funding – Income generation schemes and other sources of funding.	Hard copy	Photocopying
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.	Hard copy	Photocopying
Staffing and grading structure	Hard copy	Photocopying
Pay policy	Hard copy	Photocopying
Governors’ allowances	Hard copy	Photocopying
<b>What our priorities are and how we are doing</b>		
Government supplied performance data OFSTED report – summary and full report	DfE website. Ofsted Website.	
Performance management information	Hard copy	Photocopying
Child protection	Hard copy	Photocopying
<b>How we make decisions</b>		
Admissions policy - arrangements and procedures and right of appeal	School Website, NCC website, NCC Admission Booklet	
Governing body meeting agendas, papers and minutes	Hard Copy	Photocopying
<b>Our policies and procedures</b>		
School policies including: Charging and remissions policy Health and Safety and risk assessment Complaints procedure Staff conduct policy Discipline and grievance policies Pay policy Staffing structure implementation plan Information request handling regarding staff recruitment policies	School websites or hard copy	Photocopying



Pupil and curriculum policies, including: Home-school agreement Curriculum Sex education Special education needs Accessibility Race equality Collective worship Careers education Pupil behaviour	School Websites or hard copy	Photocopying
Records management and personal data policies Information security Records retention	Hard copy	Photocopying
Destruction and archive policies Data Protection policies	Hard copy	Photocopying
Equality and diversity Policies and procedures for the recruitment of staff	Hard copy Staff vacancies on school website	Photocopying
Charging regimes and policies	School Website	
<b>Lists and Registers</b>		
Curriculum circulars and statutory instruments	DfE website	
Disclosure logs	Available for inspection at school	
Asset register	Hard copy	Photocopying
Any information the Academy is currently legally required to hold in publicly available registers	Available for inspection at school	
<b>The services we offer</b>		
Extra-curricular activities	School Website	
Out of school clubs	School Website	
School publications	School Website	



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Services for which the Academy is entitled to recover a fee, together with those fees	School Website	
Leaflets, booklets and newsletters	School Website	