



Freedom of Information Policy

September 2016

To be reviewed July 2018

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME

Hamp Academy

SCHOOL UNDER THE MODEL

CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts)

This will be current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Who's who in the school	hard copy and/or website	Copy charges
Who's who on the Governing Body and the basis of their appointment	hard copy and/or website	Copy charges
Instrument of Government	Hard copy	Copy charges
Contact details for the Headteacher and for the Governing Body (named contact where possible with telephone number and email address (if used))	hard copy and/or website	Copy charges
School prospectus	hard copy and/or website	Copy charges
Staffing structure	Hard copy	Copy charges
School session times and term dates	hard copy and/or website	Copy charges

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME

Hamp Academy

SCHOOL UNDER THE MODEL

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)

Current and previous financial year as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Annual budget plan and financial statements	Hard copy	Copy charges
Capitalised funding	Hard copy	Copy charges
Additional funding	Hard copy	Copy charges
Procurement and projects	Hard copy	Copy charges
Pay policy	Hard copy	Copy charges
Staffing and grading structure	Hard copy	Copy charges
Governors' allowances	Hard copy	Copy charges

FREEDOM OF INFORMATION

**GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME**

Hamp Academy

SCHOOL UNDER THE MODEL

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School profile: <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> – Summary – Full report 	Hard copy and/or Website	Copy charges
Performance management policy and procedures adopted by the Governing Body	Hard Copy	Copy charges
School's future plans	Hard Copy	Copy charges

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME

Hamp Academy

SCHOOL UNDER THE MODEL

CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)

Current and previous three years as a minimum

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
Admissions policy/decisions (not individual admission decisions)	Hard copy and/or Website	Copy charges
Agendas of meetings of the Governing Body and (if held) its sub-committees	Hard copy	Copy charges
Minutes of meetings (as above) NB: this will excluded information that is properly regarded as private to the meetings	Hard copy	Copy charges

FREEDOM OF INFORMATION

**GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME**

Hamp Academy

SCHOOL UNDER THE MODEL

CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy and/or Website Hard copy and/or Website Hard copy and/or Website Hard Copy Hard Copy Hard Copy Hard Copy Hard copy and/or Website Hard Copy	Copy charges Copy charges Copy charges Copy charges Copy charges Copy charges Copy charges Copy charges Copy charges
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special Educational Needs 	Hard copy and/or Website Hard copy and/or Website Hard copy and/or Website Hard copy and/or Website	Copy charges Copy charges Copy charges Copy charges

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM PUBLICATION SCHEME

Hamp Academy

SCHOOL UNDER THE MODEL

Information to be Published	How the Information can be obtained (hard copy and/or website)	Cost
<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Careers education • Pupils discipline 	<p>Hard copy and/or Website</p> <p>Hard copy and/or Website</p> <p>Hard copy</p> <p>n/a</p> <p>Hard copy and/or Website</p>	<p>Copy charges</p> <p>Copy charges</p> <p>Copy charges</p> <p></p> <p>Copy charges</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy and/or Website</p> <p>Hard copy and/or Website</p> <p>Hard copy and/or Website</p>	<p>Copy charges</p> <p>Copy charges</p> <p>Copy charges</p>
<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>Hard copy and/or Website</p>	<p>Copy charges</p>

FREEDOM OF INFORMATION

GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME

Hamp Academy

SCHOOL UNDER THE MODEL

CLASS 6 – LISTS AND REGISTERS

Currently maintained lists and registers only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Curriculum circulars and statutory instruments	Hard Copy	Copy charges
Disclosure logs	Inspection	
Asset register	Inspection	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

FREEDOM OF INFORMATION

**GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME**

Hamp Academy

SCHOOL UNDER THE MODEL

CLASS 7 – THE SERVICES WE OFFER

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Information to be Published	How the Information can be obtained (hard copy and/or website – some information may only be available by inspection)	Cost
Extra-curricular activities	Hard copy and/or Website	Copy charges
Out of school clubs	Hard copy and/or Website	Copy charges
School publications	Hard copy and/or Website	Copy charges
Services for which the school is entitled to recover a fee, together with those fees	Hard copy and/or Website	Copy charges
Leaflets books and newsletters	Hard copy and/or Website	Copy charges
ADDITIONAL INFORMATION This will provide schools with the opportunity to publish information that is not itemised in the lists above		

FREEDOM OF INFORMATION

**GUIDE TO INFORMATION AVAILABLE FROM
PUBLICATION SCHEME**

Hamp Academy

SCHOOL UNDER THE MODEL

Contact Details:

Mrs J Hellier
School Business Manager
Hamp Academy
Rhode Lane
Bridgwater
TA6 6JB

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @ 10 p per sheet (black and white)	Actual cost = Resources & copy charges
	Photocopying/printing @ 14 p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority