



THOMSON HOUSE SCHOOL

Thomson House School

Freedom of Information Policy

Agreed by: Finance and General Purposes Committee

Date: January 2017

Review Cycle: Annual

Next Review Date: January 2018

Freedom of Information Act Publication Scheme for Academies

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.

The method by which information published under this scheme will be made available

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

ANNEX 1: Freedom of Information

Guide to information available from Thomson House School under the publication scheme

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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 School	Via Main Office	No charge
Who's who on the Governing Board and the basis of their appointment	Via Clerk to Governing body	No charge
Instrument of Government	Hard Copy	Schedule of Charges
Contact details for the Principal and for the Governing Board (named contacts where possible with telephone number and email address (if used))	Via Clerk to the Governing Body	No charge
School Prospectus	Website	No charge
Annual Review	Website	No charge
Staffing structure	Hard copy	Schedule of Charges
School session times and term dates	Website	No charge

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

Annual budget plan and financial statements	Hard Copy	Schedule of Charges
Capitalised funding	Hard Copy	Schedule of Charges
Additional funding	Hard Copy	Schedule of Charges
Procurement and projects	Hard Copy	Schedule of Charges
Pay policy	Hard Copy	Schedule of Charges
Staffing and grading structure	Hard Copy	Schedule of Charges
Governors' allowances	Hard Copy	Schedule of Charges

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

Academy profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report – Summary and Full Report 	Hard copy Website	Schedule of charges No charge
Performance Management policy and procedures adopted by the Governing Board.	Hard copy	Schedule of Charges
Academy Improvement Plan	Hard copy	Schedule of Charges
Safeguarding policies and procedures	Website	No charge

Class 4 – How we make decisions
Decision making processes and records of decisions
 Current and previous three years as a minimum

Admissions Policy/decisions (not individual admission decisions)	Website	No charge
Agendas of meetings of the Governing Board and (if held) its sub-committees	Hard copy	Schedule of charges

Minutes of meetings (as above) – N.B. This will exclude information that is	Hard copy	Schedule of charges
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meetings.	Hard copy	Schedule of charges
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Academy 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 	Via Email Hard Copy	No charge Schedule of charges
Student and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Student discipline 	Via Email Hard Copy	No charge Schedule of charges
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Via Email Hard Copy	No charge Schedule of charges

Charging regimes and policies. 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.	Website	No charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy	Schedule of charges
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
Any information the school is currently legally required to hold in publicly available registers. THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER	Hard copy	Schedule of charges
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		
Extra-curricular activities	Website	No charge
Academy publications	Website	No charge
Services for which the school is entitled to recover a fee, together with those fees	Website	No charge
Leaflets books and newsletters	Website	No charge
Additional Information This will provide the Academy with the opportunity to publish information that is not itemised in the lists above		

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 @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the Academy

