



FREEDOM OF INFORMATION POLICY

Date of Review:	Signed by:

Freedom of Information Policy

Introduction

The **Freedom of Information Act 2000 (FOI)** gives the public right of access to information produced in the course of the School's work. There are exemptions to this right. In particular, data about living, identifiable people ('personal data') continues to be covered by the Data Protection Act and is not generally publicly available except to the "subject" of the data -that is, the person whom the data is about.

The Governing Body has responsibility for ensuring that the Academy complies with the FOI.

Torquay Academy has produced this Freedom of Information Publication Scheme in accordance with the FOI. Torquay Academy has adopted the model scheme (schedule 1) for schools and academies approved by the Information Commissioner. This Freedom of Information Publication Scheme lists all the documents which Torquay Academy will make public as a matter of routine.

If the information you are looking for is not available via our Freedom of Information Publication Scheme, you can make a request for the information you require in writing.

References to the 'authority' and/or 'public authority' are references to Torquay Academy in our Freedom of Information Publication Scheme.

Schedule 1

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.

CONTACT DETAILS

Email admin@tqacademy.co.uk

Tel: 01803 329351 Fax: 01803 316297

Address: Torquay Academy, Cricketfield Road, Torquay TQ2 7NU

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 (Annex 1), which identifies the information which meets the requirements of the Information Commissioner.

Annex 1 Guide to information available from Torquay Academy under the Freedom of Information Publication Scheme

Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the school	Hard Copy	No Charge
Who's who on the governing body, the basis of their appointment and contact details	School Website	Free
Articles of Association	School Website	Free
School prospectus and Sixth Form prospectus	School Website	Free
School session times and term dates	School Website	Free
Address of school and contact details, including email address	School Website	Free
Class 2 – What we spend and how we spend it		
Annual budget plan	Hard Copy	See Charges
Audited financial statements	School Website	Free
Capital funding	Hard Copy	See Charges
Financial audit reports	Hard Copy	See Charges
Procurement and contracts	Hard Copy	See Charges
Pay policy	Hard Copy	See Charges
Staffing and grading structure	Hard Copy	See Charges
Governors' allowances that can be incurred or claimed	Hard Copy	See Charges
Class 3 – What our priorities are and how we are doing		
Government supplied performance data	Hard Copy	See Charges
Latest OFSTED report	School Website	Free
Performance management policy and procedures	Hard Copy	See Charges
GCSE results	School Website	Free
The school's future plans – Vision 2020	School Website	Free
Safeguarding and child protection	School Website	Free
Class 4 – How we make decisions		
Admissions policy	School Website	Free
Agendas and minutes of meetings of the governing body	Hard Copy	See Charges
Committee terms of reference	Hard Copy	See Charges
Class 5 – Our policies and procedures		
School policies required to be published on school website	School Website	Free
Other school policies	Hard Copy	See Charges
Charging regimes and policies.	School Website	Free
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	DfE Website	
Class 7 – The services we offer		
Principal's blog	School Website	Free
Extra curricular activities and out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website	Free

School publications, leaflets and newsletters	Hard Copy or Website	Free
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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 @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1 st class
Statutory Fee		In accordance with the relevant legislation

PAYING FOR INFORMATION

Information published on the school website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video. In such instances, you will be notified in advance.

This Policy was adopted on <i>31st Nov 2016</i> (Date) Signed by <i>[Signature]</i> Chair of Governors/Committee Date of next review <i>November 2019</i>
