



FREEDOM OF INFORMATION ACT PUBLICATION SCHEME (Statutory)

Preamble

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public academy (the Academy) without further approval and will be valid until further notice.

This publication scheme commits Nunthorpe Academy 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 academy. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an academy:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the academy and falls within the classifications below.
- To specify the information which is held by the academy 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 academy 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.
- To publish any dataset held by the academy that has been requested, and any updated versions it holds, unless the Academy is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable for re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act 2006.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

1. Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

This policy will be kept under regular review in light of legal developments and best practice.



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3. What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the academy.

7. 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 academy 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 academy, 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 academy 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 academy 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.

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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 academy 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 academy 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 request would be made to the Director of Business and Finance.

This policy will be kept under regular review in light of legal developments and best practice.

Freedom of Information

Guide to information available from Nunthorpe Academy under the model publication scheme



Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Information at date of request		
Academy Trust –Terms of Reference and Delegation of Functions	Hard copy	Refer to page 9
Instrument of Government / Articles of Association	Hard copy	Refer to page 9
Contact details for the Principal and the Academy Trust Directors	Via Academy website	Free
Staff List	Via Academy website	Free
School prospectus	Via Academy website	Free
Academy session times and term dates	Via Academy Website	Free
Location and contact information for the Academy	Via Academy Website	Free

This document will be kept under regular review in the light of developments and best practice.

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Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it Information for current and previous financial year		
Annual budget plan and financial statements	Hard copy	Refer to page 9
Capitalised funding	Hard copy	Refer to page 9
Additional funding	Hard copy	Refer to page 9
Procurement and projects	Hard copy	Refer to page 9
Staffing structure	Hard copy	Refer to page 9
Pay Policy		
Senior Staff and Directors' allowances	Hard copy	Refer to page 9

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Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing Information at date of request		
Academy profile <ul style="list-style-type: none"> Government supplied performance data 	Via Academy website	Free
Academy profile <ul style="list-style-type: none"> The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Via Academy website	Free
Performance management policy and procedures adopted by the Academy Trust	Hard copy	Refer to page 9
Strategy Plan – Strategy for Change / Academy Development Plan	Hard copy	Refer to page 9
Safeguarding / Child Protection policies and procedures	Hard copy	Refer to page 9

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Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions Information provided for current and previous three years		
Admissions policy	Via Academy website	Free
Admission Appeal decisions statistics	Hard copy	Refer to page 9
Agendas of Academy Trust Full Board meetings and its sub-committees	Hard copy	Refer to page 9
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting	Hard copy	Refer to page 9

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures Current information only		
Academy policies: <ul style="list-style-type: none"> • Charging and remissions policy • Complaints procedure • Information request handling policy 	Via Academy website	Free
Academy policies: <ul style="list-style-type: none"> • Health and Safety • Supporting pupils with medical conditions 	Hard copy	Refer to page 9
Academy policies: <ul style="list-style-type: none"> • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard copy	Refer to page 9
Student and curriculum policies: <ul style="list-style-type: none"> • Behaviour • Inclusion Policy 	Hard Copy	Refer to page 9
Student and curriculum policies: <ul style="list-style-type: none"> • Home-Academy agreement • Curriculum • Accessibility • Vulnerable students Action Plan 	Hard copy	Refer to page 9

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (continued) Current information only		
Student and curriculum policies: <ul style="list-style-type: none"> • Sex education • Special educational needs • Collective worship • Careers education 	Hard copy	Refer to page 9
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) 	Hard Copy	Refer to page 9
Charging regimes and policies Charges for the provision of information are set out on Page 9 of this document.	Via Academy website	Free

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	Some information may only be available by inspection	
Curriculum circulars and statutory instruments	Hard copy	Refer to page 9
Disclosure logs	Hard copy	Refer to page 9
Asset register	Hard copy	Refer to page 9
Any information the academy is currently legally required to hold in publicly available registers. This does not include the attendance registers.	Hard copy	Refer to page 9

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Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer Current information only		
Extra-curricular activities provided through Nunthorpe Extended Academy	Via Academy website	Free
Out of school clubs provided through Nunthorpe Extended Academy	Via Academy website	Free
Nunthorpe Learning and Leisure - Programme of courses	Via Academy website	Free
Nunthorpe Learning and Leisure – Hiring of facilities	Via Academy website	Free
Academy publications	Via Academy website	Free
Leaflets books and newsletters	Via Academy website	Free

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SCHEDULE OF CHARGES This describes how the charges have been arrived at .

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 4p per sheet for black & white documents	Actual cost
	Photocopying/printing @ 7p per sheet for colour documents	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (if applicable)
Other	Any other charges that may arise	Actual cost

The Academy reserves the right to review these charges.

Feedback, complaints and Contact details

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint, then in the first instance please contact the academy.

Director of Business and Finance
Nunthorpe Academy
Guisborough Road
Nunthorpe
Middlesbrough
TS7 0LA

If you are not satisfied with this assistance or if we have not been able to resolve your complaint, a formal complaint can be made and should be addressed to the Information Commissioner's Office:

Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113 Website: www.ico.gov.uk