MAY 2021

FREEDOM OF INFORMATION ACT: PUBLICATION SCHEME FOR ACADEMIES

HORIZONS EDUCATION TRUST, AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ

This 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. Horizons Education Trust adopts this policy from 11 January 2016.

This publication scheme commits Horizons Education Trust 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 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 but a charge may be incurred.

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.

Freedom of Information Act: Publication Scheme for Academies

FREEDOM OF INFORMATION
GUIDE TO INFORMATION AVAILABLE FROM HORIZONS
EDUCATION TRUST UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)	
Academy Funding Agreement – a link to the document on the Department for Education's website		
Academy Order (if applicable)		
School staff and structure – names of key personnel		
Governing body – names and contact details of the governors and the basis of their appointment		
School session times, term dates and holidays	website	
Location and contact information – address, telephone number and website	website	
Contact details for the Head Teacher and the Governing Body	website	
School Prospectus		
School Session times and term dates	website	
GCSE results – a link to the data on the Department for Education's website		

Information to be published	How the information can be obtained	Charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).	(hard copy and/ or website)	
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		
Additional funding – Income generation schemes and other sources of funding.		
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.		
Staffing and grading structure		
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.		
Governors' allowances – Details of allowances and expenses that can be claimed or incurred.		

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	(hard copy and/ or website)	
School profile - Government supplied performance data - OFSTED report – summary and full report		
Performance management information		
Academy's future plans – any major Proposals on safeguarding and promoting the welfare of children.		
Child protection – policies and procedures on safeguarding and promoting the welfare of children.		

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions)	(hard copy and/ or website)	
Current and previous three years as a minimum		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.		
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.		

Freedom of Information Act: Publication Scheme for Academies

Information to be published	How the information can be obtained	Charge
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	(hard copy and/ or website)	
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 policy • Staff recruitment policies		
Pupil and curriculum policies, including: • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline		
Records management and personal data policies • Information security • Records retention • Destruction and archive policies • Data Protection policies		

Information to be published		
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included		
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.		

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers		

Freedom of Information Act: Publication Scheme for Academies

Information to be published	How the information can be obtained	Charge
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		

Policy agreed on: JULY 2017

Signed on behalf of the Trustees

Committee:

Author:

Review date (optional):

Website Y/N