



The Nicholas Hamond Academy

Freedom of Information Procedure

Date of introduction: December 2016

Date of Review: December 2017

Signed Acting Principal

Date

Signed Chair of Governors

Date

Member of staff responsible: Martin Booth – Acting Principal

Freedom of Information – Publication Scheme

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all Academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information that we publish or intend to publish;*
- *the manner in which the information will be published; and*
- *whether the information is available free of charge or on payment.*

The scheme covers information already published and information that is to be published in the future. All information in our publication scheme is available for you in paper form.

The information we hold that is subject to the conditions of the Data Protection Act 1998 may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. Contact details are set out below:

Email: office@tnha.org.uk

Tel: 01760 721480

Fax: 01760 721269

Contact Address:

**The Nicholas Hamond Academy
Brandon Road,
Swaffham,
Norfolk.
PE37 7DZ**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please).

3. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request.

4. Classes of Information Currently Published

Instrument of Government	The Instrument of Government is the document that records the name and category of the Academy, and the name and constitution of its governing body.
Academy prospectus	The statutory contents of the Academy's prospectus are: <ul style="list-style-type: none">• Information about the implementation of the governing body's policy on Students with special educational needs (SEN).• A description of the policies relating to disabled students, including facilities to improve access and the accessibility plan.• Once the prospectus has been published and made available to parents, access to it should be available to anyone.
Annual Report	<i>Only maintained nursery schools are required to produce a Governor's Annual Report to Parents.</i>
Governing Body	The names, and contact details of the governors should be available and the basis on which they have been appointed.
Academy session times and term dates	Details of Academy session times and dates of Academy terms and holidays.
Location and contact information	The address, telephone number and website for the Academy together with the names of key personnel.
<u>Finance</u> <ul style="list-style-type: none">• Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.• The minimum we would expect is that financial information for the current and previous two financial years should be available.	
Annual budget plan and financial statements	Details can be obtained from the Regional Finance Manager.

Capital funding	Details can be obtained from The Regional Finance Manager
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.
Pay policy	The statement of the Academy's policy and procedures regarding teachers' pay.
Staffing and grading structure	Organisational structure.
Governors' allowances	Details of allowances and expenses that can be claimed or incurred.
<p><u>What our priorities are and how we are doing</u></p> <ul style="list-style-type: none"> • Strategies and plans, performance indicators, audits, inspections and reviews. • The minimum we would expect in this class is current information. 	
Academy profile	<p>Government-supplied performance data</p> <p>Summary of latest Ofsted report*</p> <p>The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community (* the full Ofsted report should also be available upon request.)</p>
Performance management information	Performance management policy and procedures adopted by the governing body.
Academy's future plans	Any major proposals for the future of the Academy involving, for example, consultation or a change in Academy status.
Safeguarding	The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.
<p>How we make decisions</p> <ul style="list-style-type: none"> • Decision-making processes and records of decisions. • We would expect information in this class to be available at least for the current and previous three years. 	
Admissions policy/decisions	The Academy's admission arrangements and procedures, together with information about the right of appeal. Individual admission decisions

	would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the Academy.
Minutes of meetings of the Governing body and its sub-committees	Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.
<p><u>Our policies and procedures</u></p> <ul style="list-style-type: none"> • Current written protocols, policies and procedures for delivering our services and responsibilities. <p><i>We would expect information in this class to be current only.</i></p>	
Academy policies	This will include Academy policies and procedures together with other information related to the Academy such as 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. It will also include policies and procedures for handling information requests.
Pupil and Curriculum policies	This will include such policies as home-Academy agreement, curriculum, sex education, special educational needs, accessibility, race equality, collective worship, careers education (Key Stage 4 pupils) and pupil discipline.
Records management and personal data policies	This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
Equality and diversity	This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.
Policies and procedures for the recruitment of staff	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
Charging regimes and policies	Details of any statutory charging regimes should be provided. 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><u>Lists and registers</u></p> <p><i>We expect this to be information in currently maintained list and registers only.</i></p> <p><i>Any information the Academy is currently legally required to hold in publicly available registers</i></p>	

Curriculum circulars and statutory instruments	Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.
Disclosure logs	If an Academy produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.
Asset register	We would expect some information from capital asset registers to be available, if such registers are held.
<p><i>The services we offer</i></p> <p>Information about the services the Academy provides including leaflets, guidance and newsletters.</p> <p>Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:</p> <ul style="list-style-type: none"> • Extra-curricular activities • Out of Academy clubs • Academy publications • Services for which the Academy is entitled to recover 	

5. Feedback and Complaints

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 initially this should be addressed to: Clerk to the Governors, Academy Transformation Trust, Rm 501, One Victoria Square, Birmingham. B1 1BD.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0303 123 1113

E Mail: casework@ico.org.uk

Website: www.ico.org.uk