

Policy Title:	Freedom of Information Publication Scheme
Policy Reference:	TOA015
Description:	This document sets out the classes of information that the Academy publishes. It has been prepared and approved by the Information Commissioner and adopted without modification by The Academy without further approval and will be valid until further notice
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Category:	Academy
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Change Record

Version	Date	Description
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1.3	September 2018	Reviewed and contact details updated
1.4		

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THE OXFORD ACADEMY

The Oxford Academy is a learning environment at the heart of its community. We promote care and respect and expect high standards in all aspects of Academy life.

We aim to build a community clearly based on a Christian ethos, recognising the integrity and the unique value of each individual and that many people of all faiths and none share and support the beliefs and values of this Christian ethos. We aim to build self-esteem, model conflict resolution and protect the vulnerable. We are committed to justice and compassion. Mutual respect and trust are central within the Academy.

Our vision for The Oxford Academy is based on the following beliefs:

- Education matters in society: the provision of a well ordered, stimulating learning environment is a common right for all our children
- The Academy should articulate social and moral values and respect for others, irrespective of their class, gender, race or religion
- The Academy will promote the highest achievement in youngsters, irrespective of their abilities or self-expectations. Competition and collaboration are both equally important to learning. The aspirations of all our students will be nurtured
- The Academy will celebrate students' achievements and challenge fixed notions of ability. We will value and reward young people's verbal, practical, academic, sporting, artistic and leadership skills
- An effective and flourishing Academy should be "public" rather than "private", explaining to parents what is being taught and how the curriculum is being interpreted. It should be open to praise and constructive feedback in a genuine spirit of partnership
- An effective Academy should work closely with neighbouring schools to improve opportunities for children and young people
- The work of the Academy will be underpinned at all times by its ultimate aim – to improve standards, achievement and the life chances of young people. The Oxford Academy is, first and foremost, a place of high quality learning and teaching for young people aged 11-19

This policy, and its associated procedures and protocols, is based on these key principles.

Freedom of Information Publication Scheme

1. Introduction: What a Publication Scheme is and why it has been Developed

This publication scheme commits The Oxford 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.

The scheme commits The Oxford 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 that 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 Oxford 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

2. Classes of Information

2.1 Who we are and what we do

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

2.2 What we spend and how we spend it

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

2.3 What our priorities are and how we are doing

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

2.4 How we make decisions

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

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

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

2.7 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

3. 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 The Oxford Academy, information will be provided on our 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, the 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 the 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.

4. 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.

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.

5. Written Requests

Information held by The Oxford 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.

6. Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact the Academy by telephone, email or letter. Contact details are set out below or you can visit the Academy website at www.theoxfordacademy.org.uk.

Tel: 01865 774311

Email: enquiries@theoxfordacademy.org.uk

Address: The Oxford Academy, Sandy Lane West, Littlemore, Oxford OX4 6JZ

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

7. Monitoring, Evaluation and Review

The Governing Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Annex 1: Guide to information available from The Oxford Academy under the Model Publication Scheme

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<p>Class 1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only</p>		
Who's who in the academy	Website	No charge
Who's who on the Governing Board and the basis of their appointment	Website	No charge
Instrument of Government	Hard Copy	Schedule of Charges
Contact details for the Headteacher and for the Governing Board (named contacts where possible with telephone number and email address (if used))	Website	No charge
Academy Prospectus	Website	No charge
Annual Review	Website	No charge
Staffing structure	Hard copy	Schedule of Charges
Academy session times and term dates	Website	No charge

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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 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 • Information request handling policy • Equality and diversity (including equal opportunities) policies 	Website	No charge

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
<p>Student and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Equality • Careers education • Student discipline • School Behaviour (Engagement for Learning) 	Hard copy	Schedule of Charges
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Data protection; incorporating GDPR; CCTV 	Website	No charge
<p>Charging regimes and policies.</p> <p>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.</p>	Hard copy	Schedule of Charges

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
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
Out of academy clubs	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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 5p 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