



# Park Hall Academy

## FOI – Policy & Publication Scheme



### 1. INTRODUCTION

Park Hall Academy is committed to the Freedom of Information Act 2000 (FOIA), the principles of accountability and the general right to access of information, subject to legal exemptions.

The FOIA gives the public the right of access to information held by public authorities and requires public authorities to make this information available. The intention of the Act is to increase visibility into the work of the public bodies, to ensure that policymaking processes are fair, democratic and open.

Academies, by virtue of the Academies Act 2010, are subject to the FOIA. Under the Act, any person has a legal right to ask for access to information held by the Academy. They are entitled to be told whether the Academy holds the information, and to receive a copy, subject to certain exemptions.

The information which the Academy routinely makes available to the public is included in the Publication Scheme. Requests for other information will be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive so there are exemptions to protect this information.

The FOIA requires all public authorities to produce a publication scheme that specifies the classes of information which the public authority publishes or intends to publish.

This Publication Scheme commits Park Hall 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.

This Scheme commits Park Hall 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 statements contained within this Scheme.
- To produce and publish 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 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 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 it 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 Park Hall Academy, information will be provided on our website. Where it is impracticable to make information available on the 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 schedule 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 Park Hall 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.parkhallschool.org.uk](http://www.parkhallschool.org.uk)

Tel: 0121 748 0400

Email: [post@parkhall.org](mailto:post@parkhall.org)

Address: Water Orton Road, Castle Bromwich, Birmingham B36 9HF

To help us process requests quickly, any correspondence should be clearly marked “**Publication Scheme Request**”.

## **7. RESPONSIBILITIES**

The Governing Body delegates the day to day responsibility for compliance with the FOIA and routine management of this publication to the Principal.

## **8. MONITORING, EVALUATION AND REVIEW**

The Governing Body 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.

## **9. COMPLAINTS**

Any comments or complaints will be dealt with through the Academy’s normal complaints procedure. If on investigation the Academy’s original decision is upheld, the complainant will be informed of their right to appeal to the Information Commissioner’s office.

Appeals should be made in writing to the Information Commissioner’s office. They can be contacted at:

FOI/EIR Complaints Resolution

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

## Guide to information available from Park Hall Academy under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>1. Who we are and what we do</b>		
Academy Funding Agreement	Website – link to DfE website	No charge
Academy staff and structure – names of key personnel	Website	No charge
Governing body – names, areas of responsibility	Website	No charge
Instrument of Government	Contact Main Office	Schedule of Charges
Academy session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Principal and the Governing Body	Contact Main Office	No charge
Academy Prospectus	Website	No charge
Academy Session times and term dates	Website	No charge
GCSE results	Website – link to DfE website	No charge
<b>2. What we spend and how we spend it</b>		
Annual budget plan and financial statements	Contact Main Office	Schedule of Charges
Capital projects and funding	Contact Main Office	Schedule of Charges
Additional funding – Income generation schemes and other sources of funding	Contact Main Office	Schedule of Charges
Procurement and contracts	Contact Main Office	Schedule of Charges
Staffing and grading structure	Contact Main Office	Schedule of Charges
Pay policy	Contact Main Office	Schedule of Charges

Governors' allowances	Contact Main Office	Schedule of Charges
<b>3. What our priorities are and how we are doing</b>		
Academy profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Contact Main Office Website	Schedule of Charges No charge
Performance management information	Contact Main Office	Schedule of Charges
Academy Improvement Plan	Contact Main Office	Schedule of Charges
Safeguarding policies and procedures	Website	No charge
<b>4. How we make decisions</b>		
Admissions policy	Website	No charge
Governing body meeting agendas, papers and minutes (this excludes information that is properly considered to be private)	Contact Main Office	Schedule of Charges
<b>5. Our policies and procedures</b>		
Academy policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies</li> </ul> Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> </ul>	Contact Main Office	No charge

<ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>		
Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	As above	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff</li> </ul>	As above	
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.	See Charging and Remissions policy	
<b>6. Lists and Registers</b>		
Curriculum circulars and statutory instruments	Contact Main Office	Schedule of Charges
Disclosure logs	Contact Main Office	Schedule of Charges
Asset register	Contact Main Office	Schedule of Charges
Any information the Academy is currently legally required to hold in publicly available registers	Contact Main Office	Schedule of Charges

<b>7. The services we offer</b>		
Extra-curricular activities	Website	No charge
Out of school clubs	Website	No charge
Academy publications	Website	No charge
Services for which the Academy is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, booklets and newsletters	Website	No charge

#### Schedule of charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursements	Photocopying/Printing @ 5p per sheet (mono)	Cost to the Academy
	Photocopying/Printing @ 10p per sheet (colour)	Cost to the Academy
	Postage	Royal Mail 2 <sup>nd</sup> class
Statutory fee		In accordance with relevant legislation

Please note: Where it is possible/appropriate for documents to be emailed there will be no charge.