



**DROYLSDEN**  
Academy

# **Freedom of Information Act Publication Scheme for Droylsden Academy**

Review Cycle: Two Years  
Next Review Date: July 2016  
Person Responsible: Headteacher  
Approving Body: Governing Body

Droylsden Academy is committed to the Freedom of Information Act 2000 which came into force on 1 January 2005 and included Academies in the Academies Act 2010, with effect from 1 January 2011. Academies are committed to the principles of accountability and the general right of access to information, subject to legal exemptions. This Scheme outlines our framework for managing requests.

Under the Freedom of Information Act 2000, any person has a legal right to ask for access to information held by the Academies. 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 includes information available on the Academy Website. Requests for other information are dealt with in accordance with statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information.

Requests under the Act must be made in writing, (which can include email), and should include the enquirer's name and correspondence address, and state what information they require. There is a duty to respond to all requests, telling the enquirer whether or not the information is held, and supplying any information that is held, except where exemptions apply. There is a time limit of 20 days excluding Academy holidays for responding to the request.

## Freedom of Information

### Guide to information available from Droylsden Academy under the publication scheme

Information to be published	How the information can be obtained	Charge
<p><b>Who we are and what we do</b>  <b>(Organisational information, structures, locations and contacts)</b></p> <p>This will be current information only</p>	Hard copy and / or website	
Academy Funding Agreement – a link to the document on the Department for Education’s website	DfE <a href="http://www.education.gov.uk/academy">www.education.gov.uk/academy</a> Follow the link to funding agreements	No fee
Academy staff and structure – names of key personnel	Contact Headteacher’s PA	£15
Governing body – names and contact details of the governors and the basis of their appointment	Contact Headteacher’s PA	£15
Academy session times, term dates and holidays	Academy website	No fee
Location and contact information – address, telephone number and website	Website Headteacher’s PA contact tel. number: 0161 301 7609	No fee
Contact details for the Principal and the Governing Body	Website and Headteacher’s PA	No fee
Academy Prospectus	Academy website	No fee
Academy Session times and term dates	Academy website	No fee
GCSE results / BTECs etc– a link to the data on the Department for Education’s website	<a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a> plus Academy website	No fee

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Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)            Current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	(hard copy and/ or website) Information not on the website can be provided electronically or hard copy	
Annual budget plan	Contact Headteacher`s PA	£15 (hard copy)
financial statements	Academy website	No fee
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Contact Headteacher`s PA	£15
Additional funding – Income generation schemes and other sources of funding.	Contact Headteacher`s PA	£15
Pupil Premium allocation for the current year and plans to spend it. How the money was spent and the impact on student attainment for the previous year	Academy Website	No fee
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.	Contact Headteacher`s PA	Schedule of Charges
Staffing and grading structure	Contact Headteacher`s PA	£15
Pay policy – a statement of the Academy`s policy on procedures regarding teachers` pay.	Contact Headteacher`s PA	No fee (electronic) P&P hard copy
Governors` allowances – Details of allowances and expenses that can be claimed or incurred.	Contact Headteacher`s PA	£15

Information to be published	How the information can be obtained	Charge
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/ or website)	
Academy profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> <li>Academy curriculum</li> </ul>	<a href="http://www.education.gov.uk/schools/performance">www.education.gov.uk/schools/performance</a> Academy website Academy website	No fee No fee No fee
Audit Reports ( <i>excludes any information that is properly considered to be confidential</i> ).	Contact Headteacher`s PA	£15
Performance management procedures information	Contact Headteacher`s PA	£15
Academy`s Improvement Plan.	Contact Headteacher`s PA	£15
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Academy website	No fee
<b>How we make decisions</b> Decision making processes and records of decisions	(hard copy and/ or website)	
Admissions policy (current and following 2 years)	Academy Website	No fee
Governing body meeting agendas, papers and minutes: ( <i>This excludes any information that is properly considered to be confidential.</i> )	Contact Headteacher`s PA	Schedule of charges

Information to be published	How the information can be obtained	Charge
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy and/ or website)	
<p><b>Academy policies on the Academy Website:</b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Admissions</li> <li>• Anti-bullying</li> <li>• Behaviour for Learning</li> <li>• Charging and Remissions</li> <li>• Child Protection</li> <li>• Complaints procedure</li> <li>• Data Protection</li> <li>• Health and Safety</li> <li>• Home Academy Agreement</li> <li>• Single Equality Policy and Objectives</li> <li>• Sex and Relationships Education</li> <li>• Special Education Needs</li> </ul>	<p>Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website</p>	<p>No fee No fee No fee No fee No fee No fee No fee No fee No fee No fee No fee No fee</p>
Information to be published	How the information can be Obtained	Charge
<p><b>Other available Academy Policies: Students</b></p>	Electronic/Paper	No fee/ P&P hard copy

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<ul style="list-style-type: none"> <li>• Off site and Residential Activities</li> <li>• Attendance</li> <li>• Food Policy</li> <li>• Water Policy</li> <li>• Safeguarding and Student Welfare</li> <li>• Homework</li> <li>• Mobile Phone</li> <li>• Feedback</li> <li>• PSHE</li> <li>• RE and Collective Worship</li> <li>• Student Computer and Internet</li> <li>• Smartphone Network Access</li> <li>• Medical Treatment/ First Aid</li> <li>• Uniform</li> </ul>	<p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p> <p>Contact Headteacher's PA</p>	<p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p> <p>No fee/ P&amp;P hard copy</p>
<p><b>Other available Academy Policies: Staff</b></p> <ul style="list-style-type: none"> <li>• Appraising Teacher Performance</li> <li>• Pay Policy</li> <li>• Recruitment and Selection</li> <li>• Disciplinary/ Grievance and Capability procedures</li> <li>• Staff Internet and Email</li> <li>• Whistleblowing</li> <li>• Continuing Professional Development</li> </ul>		
<p>Records management and personal data procedures - various</p>	<p>Contact Headteacher's PA</p>	<p>Schedule of charges</p>
<p>Financial security policies – various</p>	<p>Contact Headteacher's PA</p>	<p>Schedule of charges</p>

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

Information to be published	How the information can be obtained	Charge
<b>The services we offer</b> (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)	

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Extra-curricular activities	Website/ Headteacher`s PA	No fee
After School activities	Website/ Headteacher`s PA	No fee
Contracted out Community provision	Principal`s PA	Schedule of Charges
School publications	Website/ Headteacher`s PA	No fee
Services for which the Academy is entitled to recover a fee, together with those fees	Contact Headteacher`s PA	No fee / P&P hard copies
Leaflets, booklets and newsletters	Website/ Headteacher`s PA	No fee

**Charges for information published under this Scheme are kept to a minimum. Notes:**

- **Material which is published and accessed on a website will be provided free of charge.**
- **Charges will be made for actual disbursements incurred such as photocopying; post and packing and costs directly incurred as a result of administration / as a result of viewing information. If a charge is to be made, confirmation of the payment due will be given before the information is provided.**