

Freedom of Information

Guide to information available from Macmillan Academy School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Online prospectus	
Who's who on the governing body and the basis of their appointment	Website – 'About Us'	
Instrument of Government	Hard copy on request	
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Website – 'About Us'	
School prospectus	Website	
Annual Report	Principal's review – website	
Staffing structure	Prospectus	
School session times and term dates	Online calendar	

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<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website) Audited accounts available from the Charity Commissioner’s – online</p> <p>Income and Expenditure available on request</p>	
Annual budget plan and financial statements	Available on request	
Capitalised funding	Available on request	
Additional funding	Available on request	
Procurement and projects	Available on request	
Pay policy	Available on request	
Staffing and grading structure	Available on request	
Staffing and grading structure	Available on request	
Governors’ allowances	Not applicable, not paid	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	(hard copy and/or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Latest census data and current SEF available on request Website	
Performance management policy and procedures adopted by the governing body	Available on request	
School's future plans	Development plan – available on request	
Every Child Matters – policies and procedures	Website	

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy and/or website)	
Admissions policy/decisions (not individual admission decisions)	Available on request	
Agendas of meetings of the governing body and (if held) its sub-committees	Available on request	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings		

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>On line prospectus On request On request On request On line prospectus On request – data protection On request On request On request</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex Education • Special educational needs • Accessibility 	<p>Not Government policy Prospectus Website – online prospectus</p>	

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<ul style="list-style-type: none"> • Race equality • Collective worship • Careers education • Pupil discipline <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>On request Prospectus On request</p> <p>Data protection Website - policies On request</p>	
<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>		

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy and/or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	On request	
Disclosure logs	Log available from HR	
Asset register	Available from Finance Director	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	
Out of school clubs	Website	
School publications	Website	
Services for which the school is entitled to recover a fee, together with those fees	Website	
Leaflets books and newsletters	Website	
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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Contact details:

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@ ..p per sheet (black & white)	Actual cost *
	Photocopying/printing@ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

*the actual cost incurred by the public authority