



ST GEORGE'S ACADEMY

FREEDOM OF INFORMATION PUBLICATION SCHEME

This is St George's Academy Publication Scheme on information available under the Freedom of Information Act 2000.

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 Academy schools, 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 which 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 which is to be published in the future. All information in our publication scheme is available for you on our website to download and print off.

Some information which we hold may not be made public, for example personal information.

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

2. Aims and Objectives

At St George's Academy, **our mission** summary statement is at the centre of all we do. We are aiming for excellence in every aspect of our work and the education we provide for the children in our care. This publication scheme is a means of showing how we are pursuing this mission.

3. The scheme commits the 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 which 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 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
- To publish any dataset held by the Academy that has been requested, and any updated versions it holds, unless the Academy is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the



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terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act

4. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into seven broad topic areas:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Policies and procedures
- Lists and registers
- The Services we offer

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

5. How to request information

All requests for information must be received in writing (by letter or email) to ensure that we have a clear statement of what is required. Requests should state the enquirer's name and correspondence address. Once a request has been received in writing you will have the statutory right to receive the information within twenty working days, counting the first working day after the request is received as the first day. Please note that the twenty days does not include school holidays.

Working days refers to term time only as contained in Statutory Instrument 3364.

Contact details are set out below or you can visit our website at <http://www.st-georges-academy.org>

Email: stga@st-georges-academy.org

Contact address:

St George's Academy,
Westgate,
Sleaford,
Lincolnshire
NG34 7PP



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

If the information you are looking for is not available via the scheme and is not on our website, you can still write to the school to ask if we have it.

If the information requested is already held by another body, we are within our rights to refuse the request, but will direct you to the appropriate source.

In some instances, we may withhold the information you have requested under one of the exemptions applicable under the legislation.

6. Paying for information

Most of the information covered by this publication is provided free of charge via our website unless stated otherwise in section 7.

If you do not have internet access, you can access our website using a local library or an internet café.

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.

We may charge a fee for photocopying / printing / faxing / postage of larger documents where the information is not listed in our publication scheme as being available either free of charge or at a standard charge.

If you ask for information in an expensive alternative format, we may charge for this, subject to legislation.

If we intend to charge, we will tell you in advance what the charge will be (through a fees notice) and will provide the information when we receive payment. The time allowed for us to provide the information does not include the period between issuing the fees notice and the receipt of the payment.



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7. Guide to information available from St George's Academy under the ICO model

The School website is <http://www.st-georges-academy.org>

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do - This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body and the basis of their appointment	Website	Free
Contact details for the Principal and for the governing body, via the school (named contacts where possible)	Website	Free
School prospectus	Website Hard Copy Contact the School	Free 10p/sheet
Statement of the Academy's ethos and values	Website	Free
School session times and term dates	Website	Free
Address of School and contact details, including email	Website	Free
Class 2 – What we spend and how we spend it - Current financial year as a minimum		
Articles of Association	Website Hard Copy Contact the School	Free 10p/sheet
Financial statements	Website Hard copy Contact School Office	Free 10p/sheet
Capital funding	Hardcopy Contact School Office	10p/sheet
Funding Agreements	Website Hard copy Contact School Office	Free 10p/sheet
Financial audit reports	Hardcopy Inspection only Contact School Office	N/A
Pay policy	Hardcopy Contact School Office	10p/sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hardcopy Contact School Office	10p/sheet
Class 3 – Summary – Full report		
School Development Plan	Hardcopy Contact School Office	Free 10p/sheet
Schools future plans; for example, proposals for and any consultation on the future of the school	Website	Free
Class 4 – How we make decisions – Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Website Hardcopy	Free 10p/sheet



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	Contact School Office	
Agendas and minutes of meetings of the governing body and (if held) its sub-committees (NB this will exclude information that is properly regarded as private to the meetings)	Available for inspection Contact School Office	Free
Class 5 – Our policies and procedures – Current information only		
School policies including: Charging Policy Complaints Policy Freedom of Information Policy Equality (including equal opportunities) policy Staff Performance Management Discipline and Grievance Policies Health and Safety Policy Data Protection and Data Breach Policies Whistleblowing Policy Privacy Notices	Website (where applicable) Hard Copy Contact School Office	Free 10p/sheet
Pupil and Curriculum policies, including: Home-school agreement Curriculum Policy Special Educational Needs and Disability Policy Behaviour Policy Suspensions and Permanent Exclusions Policy Child Protection and Safeguarding Policy Peer on Peer Abuse Policy Online Safety Policy Anti-Bullying Policy Relationships and Sex Education Policy Accessibility Plans Educational Visits Policy	Website (where applicable) Hard Copy Contact School Office	Free 10p/sheet
Class 6 – Lists and Registers – Currently maintained lists and registers only		
Asset Register Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Inspection Only	Free
Class 7 – The services we offer – Current information only		
Extra-curricular activities	Website	Free
School Clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Music Tuition, School Lettings. Apply to Vice Principal Corporate Services via the School Office	Free



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8. Schedule of charges

The general charge for photocopying, printing and faxing or emailing information as an attachment is 10p per sheet (black & white). Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450 to provide the information.

In most cases the cost will be under £450 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

- Summarising the information
- Putting the information onto other media
- Translating the information into a different language

9. Key personnel

Any member of St George's Academy can accept a request for information as long as it fulfils the criteria set out in Section 4. The request for information must be forwarded to the FOI Officer as soon as possible.

The Governing Body is responsible for ensuring a policy is in place and its effectiveness is monitored.

The FOI Officer is responsible for recording the requests for information, the action taken and the responses made.

The Principal, in conjunction with the FOI Officer has day to day responsibility for deciding whether a request is in line with the Freedom of information Act and will delegate the collation of information appropriately.

10. 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 the Principal.

If the complaint cannot be resolved by the Principal, it can be referred to the Chair of Governors. Correspondence should be sent to the school. Any complaint received will be dealt with in accordance with the Academy's Complaints Policy.

Following this, if the complaint remains unresolved 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:

ICO helpline: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint>