

**RICHMOND HILL  
ACADEMY  
FREEDOM OF  
INFORMATION  
PUBLICATION  
SCHEME**



**2016**

# **RICHMOND HILL PRIMARY ACADEMY**

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

This is the Richmond Hill Primary Academy's publication scheme on information available under the Freedom of Information Act 2000.

The Richmond Hill Primary Academy Board is responsible for the 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 maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioner's Office (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

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 ICO would expect academies to make the information in this document available unless:

- We do not hold the information;
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute;
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Academy.

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

This publications scheme confirms to the latest model scheme for Academies approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available on line, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Academy does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats, and we do charge for some specialist information services. Details of these costs are listed in the **Schedule of Charges**.

## **2. How to request information**

If you require a paper version of any of the documents within the scheme, please contact the Academy by email, fax or letter. Contact details are set out below:

Email: [admin@richmond.doncaster.sch.uk](mailto:admin@richmond.doncaster.sch.uk)

Fax: 01302 789609

Website: [www.richmondhillprimary.co.uk](http://www.richmondhillprimary.co.uk)

Contact address: Richmond Hill Primary Academy, Melton Road, Sprotbrough, Doncaster DN5 7SB

To help us process your request quickly, please clearly make any correspondence **“Publication Scheme Request”**.

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

## **3. Paying for information**

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have Internet access, you can access our websites using a local library or an internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in section 4. If your request means that we have a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. (Charges as of 2014 – 4p per sheet plus

any additional costs incurred.) Where there is a charge this will be indicated in the Schedule of Charges box in the table in Section 4 below.

#### 4. Classes of information currently published

##### Class 1 – who we are and what we do – current information only

	How it can be obtained	Schedule of charges
<b>Instrument of Government</b> <i>A record of the name and category of the Academy and the name and constitution of its Academy Board</i>	Via Academy website	Free
<b>Academy Board</b> <i>The names and contact details of the Directors</i>	Via Academy website	Free
<b>Academy Session Times and term dates</b>	Via Academy website	Free
<b>Location and contact information</b> <i>The address, telephone number and website for the academy with the names of key personnel</i>	Via Academy website	Free

**Class 2 – What we spend and how we spend it** (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. **Current and previous two financial years as a minimum.**

	How it can be obtained	Schedule of charges
<b>Academy Budget</b> - <i>Budget distributed by the DfE</i> - <i>Annual income and expenditure returns</i>	Hard copy- contact Company Secretary	£charge may be applicable
<b>Capital funding and information on related building projects and other capital projects</b>	Hard copy – contact Company Secretary	£charge may be applicable

<b>Additional Funding</b> <i>Income generation and other sources of funding</i>	Contact Secretary	Company	£charge may be applicable
<b>Procurement and Contracts</b> - <i>Procedures for procuring goods and services</i> - <i>Details of contracts that have gone through a formal tendering process</i>	Contact Secretary	Company	£charge may be applicable
<b>Staffing Structure</b>	Academy Website		Free
<b>Directors/Academy Allowances</b> <i>Allowances and expenses that can be claimed or incurred</i>	Contact Secretary	Company	£charge may be applicable

**Class 3 – What are our priorities are and how we are doing** (*Strategies and plans, performance indicators, audits, inspections and reviews.*) **Current information as a minimum:-**

	<b>How it can be obtained</b>	<b>Schedule of charges</b>
<b>Academy Profile</b> - <i>Government performance data supplied</i> - <i>Latest Ofsted reports</i>	Academy website and/or <a href="http://www.education.gov.uk">www.education.gov.uk</a>	Free
<b>Performance Management</b> <i>Policy and procedures adopted by the Academy</i>	Academy website	Free
<b>Future Plans</b> <i>Any major proposals for the future of the Academy/Academies</i>	Contact Secretary	Company £charge may be applicable
<b>Every Child Matters/Child Safeguarding</b> <i>Policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance</i>	Academy website	£charge may be applicable

with any guidance issued by the Secretary of State		
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**Class 4 – How we make decisions. Current and previous three years as a minimum:-**

	How it can be obtained	Schedule of charges
<b>Admissions policy/decisions</b> <i>Individual academy admissions arrangements and procedures, together with information about the right of appeal.</i>	Academy website	Free
<b>Minutes of the Local Academy Councils and the Academy Board</b> <i>Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting</i>	Redacted minutes on website	Free

**Class 5 – Our policies and procedures. (Written protocols , policies and procedures for delivering our services and responsibilities.) Current information only.**

	How it can be obtained	Schedule of charges
<b>Academy Policies e.g.</b> <ul style="list-style-type: none"> <li>- Charging and remissions policy</li> <li>- Health and safety</li> <li>- Complaints procedure</li> </ul>	Academy website	Free
<b>Student and Curriculum Policies</b> <ul style="list-style-type: none"> <li>- Home-Academy Agreement</li> <li>- Sex Education</li> <li>- SEND Policy</li> <li>- Student Discipline</li> </ul>	Academy website	Free

<b>Records management and personal data policies</b>	Academy website	Free
<b>Equality and diversity</b> <i>Policies, schemes, statements, procedures and guidelines relating to equal opportunities</i>	Academy Website	Free
<b>Policies and procedures for the recruitment of staff</b>	Contact Company Secretary	Maybe a £charge
<b>Charging regimes and policies</b>	Academy website	Free

**Class 6 – Lists and registers** (*Currently maintained list and registers only*).

	<b>How it can be obtained</b>	<b>Schedule of charges</b>
<b>Curriculum circulars and statutory instruments</b> <i>Statutory Instruments (for example Regulations)</i>	Academy Website Legislation.com	Free
<b>Disclosure logs</b> <i>Logs of information provided in response to requests</i>	Contact Company Secretary	Maybe a £charge
<b>Assets register</b>	Contact Company Secretary	Maybe a £charge
<b>Any information the Academy is currently legally required to hold in publicly available registers. <u>NOT INCLUDING ATTENDANCE REGISTERS</u></b>	Contact Company Secretary	Maybe £charge
<b>The services individual Academy's offer e.g.</b> - <i>Extra-curricular activities</i> - <i>Academy publications</i>	Academy website	Free £charge

## **5. 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 address to the Company Secretary, Richmond Hill Primary Academy or email [admin@richmond.doncaster.sch.uk](mailto:admin@richmond.doncaster.sch.uk) .

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to 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:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.**

**Enquiry Information Line:           01625 545700**

**Email:                                   [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Website:                               www.ico.gov.uk**