



Trinity Academy Halifax

Freedom of Information – Publication Scheme

Trinity Academy Halifax has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner.

The Governing Body has responsibility for ensuring that the academy complies with the Act.

1. Introduction: The development of a Publication Scheme

1.1 Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1 January 2011, academies.

1.2 In order to comply with the requirements of the Act, the publication scheme covers the academy's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, 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 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.

1.3 All information in the Publication Scheme is available in paper form.

2. Categories of information published

2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.trinityacademyhalifax.org and is categorised in 'Classes' as outlined later in this Scheme.

2.2 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. This includes information protected by the Data Protection Act
- 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.

3. Requests for information

3.1 Information that is not published under the scheme can be requested by e-mail, letter or fax. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

3.2 Contact details:

e-mail info@trinityacademyhalifax.org

Tel: 01422 244890

Fax: 01422 240033

Address: Trinity Academy Halifax
Shay Lane
Holmfield
Halifax
HX2 9TZ

3.3 Please make the subject of your request "**Publication Scheme Request**".

4. Paying for information

4.1 Information published on the academy website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video.

4.2 In such instances, you will be notified in advance.

Empathy, Honesty, Respect, Responsibility

Annex 1: Guide to information available from Trinity Academy Halifax under the 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)		
Who's who in the academy	Website	No charge
Who's who on the Governing Body and the basis of their appointment	Website	No charge
Articles of Association	Hard copy	See charges
Contact details for the Principal and members of the Governing Body	Website	No charge
Academy Prospectus	Website	No charge
Sixth Form Prospectus	Website	No charge
Staffing Structure	Website	No charge
School session times and term dates	Website	No charge
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.) Current and previous financial year as a minimum.		
Annual budget plan and financial statements	Hard copy	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay policies	Hard copy	See charges
Staffing and grading structure	Hard copy	See charges
Governors' allowances	Hard copy	See charges
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
<ul style="list-style-type: none"> • Government supplied performance data • Latest Ofsted report 	Hard copy Website	See charges No charge
Academy Improvement Plan	Hard copy	See charges
Performance management policy and procedures adopted by the Governing Body	Hard copy	See charges
Safeguarding Policies & Procedures	Hard Copy	See charges

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Information to be published	How the information can be obtained	Cost
<p>Class 4: How we make decisions (Decision making processes and records of decisions)</p> <p><i>Current and previous three years as a minimum</i></p>		
Admissions policy/decisions (not individual admissions decisions)	Website	No charge
Agendas of meetings of the Governing Body	Hard copy	See charges
Committee Terms of Reference	Hard copy	See charges
Summary of minutes of FGB meetings – this will exclude information classified as ‘Confidential’	Hard Copy	No charge
<p>Class 5: Trinity Academy policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Academy policies and procedures listed on the website. Free of charge:</p> <ul style="list-style-type: none"> Attendance Policy Anti-bullying Policy Behaviour for Learning Policy Charging and Lettings Policy Complaints Policy Equality Policy Exclusions Policy Freedom of Information – publication scheme Home Academy Agreement Homework Policy SEND Policy Uniform Policy 	<p>Academy policies and procedures available as a hard copy by request. See charges:</p> <ul style="list-style-type: none"> Accessibility Absence Policy (staff) Allegations of Abuse Against Staff Policy Attendance Management Policy (staff) Child Protection Policy Collective Worship Policy Communications Policy Community Use Management Policy Controlled Assessment Policy CPD Policy Data Protection Policy Dignity at Work Policy Education of Students in public care E-Safety Policy Evacuation Procedures Exams Policy Expenses Policy (staff) Family Leave Policy (inc Maternity and Paternity) Flexible Working Policy Gifts and Hospitality Policy Health and Safety Policy Intimate Care Policy Investment Policy Marking and Assessment Policy Premises Management Policy 	

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	Records retention, destruction and archive Policy Reference Policy Reserves Policy Risk Management Policy Sex and Relationship Policy SMSC Policy Staff Capability Policy Staff Disciplinary Policy Staff Grievance Policy Staff Recruitment Policies Use of Technology Policy Whistle Blowing Policy 16-19 Bursary Funding Policy	
Class 6: Lists and Registers <i>Currently maintained lists and registers only</i>		
Curriculum circulars and statutory instruments	Hard copy	See charges
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)	Hard copy	See charges
Class 7: The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Extra-curricular activities and out of school clubs	Website	No charge
School publications	Website	No charge
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy	See charges

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Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 5p per sheet (black & white)	Actual cost
	Photocopying/printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard second class
Statutory Fee		In accordance with the relevant legislation

Date adopted by Governing Body	May 2014
Date for full implementation	May 2014
Date for review	May 2017
Lead Professional	JHH