

Dixons City Academy

Policy Documentation

Policy: Freedom of Information Act 2000

This is Dixons City Academy Publication Scheme

**Responsibility for Review: Director of Finance and Administration
Date of Last Review: September 2012**

Freedom of Information Act 2000

This is Dixons Academies Publication Scheme

The Governing Body 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 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced 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
- 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 in paper form.

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

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. 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”. These are contained in section 5 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

Academy Prospectus: Information published in the Academy prospectus.

Governors’ Documents: Information published in the Governors Annual Report and in other Governing Body documents.

Students & Curriculum: Information about policies that relate to students and the Academy curriculum.

Academy Policies and other information related to the Academy: Information about policies that relate to the Academy in general.

3. How to request information:

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

Email: info@dixonsca.com
Tel: 01274 776777
Fax: 01274 391928
Contact Address: Ripley Street
Bradford
BD5 7RR

Alternatively you may visit our website www.dixonsca.com

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 you can still contact the Academy to ask if we have it.

4. Paying for information:

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do 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.

Information publicised on our website is free, although you may incur costs from your internet provider. If you do not have internet access, you can access our website using the local library as an internet café.

5. Classes of information currently published:

Academy Prospectus: this section sets out information published in the Academy prospectus.

Academy Prospectus

The statutory contents of the Academy prospectus are as follows, (other items may be included in the prospectus at the Academy’s discretion):

- the name, address and telephone number of the Academy
- the names of the Principal and Chair of Governors
- information regarding the Academy policy on admissions
- a statement of the Academy’s ethos and values
- information about the Academy’s policy on providing for students with special educational needs
- number of students on roll and rates of students authorised and unauthorised absences
- national curriculum assessment results for appropriate Key Stages, with national summary figures

For Post-16

- Application Form
- information about subjects
- blocking for choices
- copy of Post-16 agreement
- code of conduct and dress code

Governors' Annual Report and other information relating to the Governing Body:

This section sets out information published in the Governors' Annual Report and in other Governing Body documents.

Governors' Annual Report: due to change to Academy Profile

The statutory contents of the Governors' Annual Report to parents are as follows, (other items may be included in the annual report at the Academy's discretion):

- details of the Governing Body membership, including name and address of chair and clerk
- a statement on progress in implementing the action plan drawn up following an inspection
- a financial statement, including gifts made to the Academy and amounts paid to Governors for expenses
- a description of the Academy's arrangements for security of students staff and the premises
- information about the implementation of the Governing Body's policy on students with special educational needs (SENCO) and any changes to the policy during the last year
- a description of the arrangements for the admission of students with disabilities
 - details of steps to prevent disabled students being treated less favourably than other students
 - details of existing facilities to assist access to the Academy by students with disabilities
 - the accessibility plan covering future policies for access by those with disabilities to the Academy
- a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- number of students on roll and rates of students authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- a statement of the extent to which proposals in the post-inspection action plan have been carried into effect

Instrument of Government

- the name of the Academy
- the category of the Academy
- the name of the Governing Body
- the manner in which the Governing Body is constituted
- the term of office of each category of Governor if less than 4 years
- the name of any body entitled to appoint any category of Governor
- details of any trust
- the date the instrument takes effect

Minutes of meeting of the Governing Body and its Committees: Agreed minutes of meeting of the Governing Body and its committees [*current and last full academic school year*]

Some information might be confidential or otherwise exempt from the publication by law – we therefore cannot publish this

Students & Curriculum Policies: This section gives access to information about policies that relate to students and the Academy curriculum.

Home – Academy Agreement: Statement of the Academy's aims and values, the Academy's responsibilities, the parental responsibilities and the Academy's expectations of its students for example, homework arrangements.

Curriculum Policy: Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the Academy.

Sex Education Policy: Statement of policy with regard to sex and relationship education.

Special Education Needs Policy: Information about the Academy's policy on providing for students with special educational needs.

Accessibility Plans: Plan for increasing participation of disabled students in the Academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.

Equalities and Community Cohesion: Statement of policy for promoting equality.

Collective Worship: Statement of arrangements for the required daily act of collective worship.

Safeguarding and Child Protection Policy: Statement of policy for safeguarding and promoting welfare of students at the Academy (*from March 2004*).

Student Discipline: Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying.

Guidance for Admissions: Guidance for parents of Year 6 students seeking to start at the Academy.

Academy Policies and other information related to the Academy: This section gives access to information about policies that relate to the Academy in general.

Published reports of Ofsted referring expressly to the Academy: Published report of the last inspection of the Academy and the summary of the report.

Post-Ofsted inspection action plan: A plan setting out the actions required following the last Ofsted inspection.

Charging and Remissions Policies: A statement of the Academy's policy with respect to charges and remissions for any optional extra or board and lodging, for which charges are permitted, for example school publications, music tuition, trips.

Academy session times and term dates: Details of Academy session and dates of Academy terms and holidays.

Health and Safety Policy and risk assessment: Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.

Complaints Procedure: Statements of procedures for dealing with complaints.

Performance Management of Staff: Statement of procedures adopted by the Governing Body relating to the performance management of staff and the annual report of the Principal on the effectiveness of appraisal procedures.

Staff Conduct, Discipline and Grievance: Statement of procedure for regulating conduct and discipline of Academy staff and procedures by which staff may seek redress for grievance.

Curriculum circulars and statutory instruments: Any statutory instruments, department circulars and administrative memoranda sent by the Department for Children, Schools & Families to the Principal or Governing Body relating to the curriculum

Exam Appeals Procedure: Copies of the appeals procedures for all aspects of examinations can be obtained from the Academy Examinations Office