



# THE WOODLANDS ACADEMY

## Freedom of Information Act Publication Scheme for Academies

The Woodlands Academy 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 academies approved by the Information Commissioner.

This publication scheme commits the Academy to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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.

## Classes of information

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the Academy.

### **The Services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

## **The method by which information published under this scheme will be made available**

The Academy will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Academy, information will be provided on its website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Academy will indicate how information can be obtained by other means and provide it by those means.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Academy for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by the Academy that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact Details:

Email [admin@woodlands.n-yorks.sch.uk](mailto:admin@woodlands.n-yorks.sch.uk)

Tel: 01723 373260

Fax: 01723 371715

Address: The Woodlands Academy  
Woodlands Drive  
Scarborough  
YO12 6QN

Please make the subject of your request '**Publication Scheme Request**'

**Annex 1: Guide to information available from The Woodlands Academy, under the Model Publication Scheme.**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1: Who we are and what we do</b>  <b>(Organisational information, structures, locations and contacts)</b>            This will be current information only</p>		
Academy Funding Agreement	Website	No Charge
Articles of Association	Hard copy	See Charges
Contact details of the Headteacher and members of the Governing Body	Website	No Charge
School staff and structure	Hard copy	See Charges
Who's who on the Governing Body and the basis of their appointment	Website	No Charge
School session times, term dates and holidays	Website	No Charge
Location and contact information	Website	No Charge
School Prospectus	Hard copy	No Charge
Performance tables	Website	No Charge
<p><b>Class 2: What we spend and how we spend it</b>  <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b>            Minimum of current and the previous two financial years</p>		
Annual Budget plan and financial statements	Hard Copy	See Charges
Annual Accounts	Website	No Charge
Capital Funding	Hard Copy	See Charges
Additional funding	Hard Copy	See Charges
Procurement and contracts	Hard Copy	See Charges
Staffing and grading structures	Hard Copy	See Charges
Pay Policies	Hard Copy	See Charges
Governors expenses	Hard Copy	See Charges
<p><b>Class 3: What are our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)            Current Information</p>		
School Profile	Website	No Charge
Performance Data	Website	No Charge
OFSTED Report	Website	No Charge
Performance Management Information	Hard Copy	See Charges
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children	Hard Copy	See Charges
Child Protection – Policies & procedures on safeguarding the welfare of children.	Website	No Charge

<b>Class 4: Decision making processes and records of decisions</b> Current and previous three years as a minimum		
Admission Arrangements and procedures and right of appeal	Hard Copy	No Charge
Governing Body Meetings agendas, papers and minutes	Hard Copy	See Charges
<b>Class 5: Our Polices &amp; Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School Policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health &amp; Safety &amp; Risk Management</li> <li>• Complaints Procedure</li> <li>• Staff Conduct Policy</li> <li>• Discipline and Resolving Issues at Work policies</li> <li>• Pay Policy</li> <li>• Staffing Structure Implementation plan</li> <li>• Information request handling procedures</li> <li>• Staff Recruitment policies</li> </ul>	Website Website Website Hard Copy Hard Copy Hard Copy Hard Copy Website Hard Copy	No Charge No Charge No Charge See Charges See Charges See Charges See Charges No Charge See Charges
Pupil & Curriculum Polices including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex Education</li> <li>• Accessibility</li> <li>• Race Equality</li> <li>• Collective worship</li> <li>• Careers Education</li> <li>• Pupil Discipline</li> </ul>	Hard Copy Website Website Hard Copy Website Website Website Hard Copy	No Charge No Charge No Charge No Charge No Charge No Charge No Charge No Charge
Records Management & Personal Data Policies & Procedures <ul style="list-style-type: none"> <li>• Information Security</li> <li>• Records Retention</li> <li>• Destruction and Archive</li> <li>• Data Protection</li> </ul>	Hard Copy Hard Copy Hard Copy Hard Copy	See Charges See Charges See Charges See Charges
Equality & Diversity: <ul style="list-style-type: none"> <li>• Equal opportunities</li> <li>• Staff recruitment</li> </ul>	Website Hard Copy	No Charge See Charges
Charging Regimes & Policies	Website/Hard Copy	See Charges
<b>Class 6: Lists &amp; Registers</b> (Currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	Hard Copy	See Charges
Disclosure logs	Hard Copy	See Charges
Asset Register	Hard Copy	See Charges
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy	See Charges

**Class 7: The services we offer**  
**(including leaflets, guidance and newsletters produced for the public and businesses)**  
 Current information only

Extra-curricular activities	Hard Copy	No Charge
Out of school clubs	Hard Copy	No Charge
School Publications	Hard Copy	No Charge
Services for which the Academy is entitled to recover a fee, together with those fees	Hard Copy	No Charge
Leaflets, booklets and newsletters	Hard Copy	No Charge

**Schedule of Charges**

Where the information requested will total more than 50 sheets a charge may be made as follows:

10p per sheet for printing/photocopying  
 2nd class postage fee.

Information will be printed in black and white and double sided, where possible, to minimise any costs.

Where information requested is over 50 pages, and so may be subject to a charge, the Academy will endeavour to provide as much information as possible at no charge. For example instead of providing a full document it may possible to provide only the sections which are of interest to you, to minimise or negate the need for a charge.

Payment must be made prior to the document being sent out, and once received the information will be posted out within five working days.