



## Bradford Girls Academy Freedom of Information Act 2000 Policy

Purpose of this statement	To outline the Academy's Freedom of Information procedures and policy regarding Information held in academy and information for publication.
Dated	
Contact	The Principal

### ➤ **Aims of Policy**

To outline the academy policy regarding handling of information. This policy covers information already published and information which is to be published in the future. All information in our range of publications- known as our 'publication scheme' and policy is available on request.

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

### ➤ **Policy Statement**

**This publication scheme conforms to the model scheme for academy's approved by the Information Commissioner**

This scheme sets out:

- *Key Responsibilities;*
- *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.*

### ➤ **Responsibilities**

It is the responsibility of the Principal and Governors to ensure this information is produced and made available on request or published (according to the nature of the information).

- **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.

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 Governors documents.***
- **Pupils & Curriculum – *information about policies that relate to pupils and the academy curriculum.***
- **Academy Policies and other information related to the academy - *information about policies that relate to the academy in general.***

- **How to request information**

The Privacy Notice – Data Protection Act 1998 is on the academy website if you require a paper version of any of the documents within the scheme, please contact the academy by telephone, email, fax or letter.

If the information you are looking for is not available via the website you can still contact the academy to ask if we have it.

- **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. Where there is a charge this will be indicated by a £ sign in the description box.

- **Classes of Information Currently Published**

*Academy Prospectus – this section sets out information published in the academy prospectus.*

Class	Description
Academy Prospectus/ Website	<p>The statutory contents of the academy prospectus are as follows, (other items may be included in the prospectus at the academy's discretion):</p> <ul style="list-style-type: none"> <li>• the name, address and telephone number of the academy, and the type of academy</li> <li>• the names of the Principal and Chair of Governors</li> <li>• information on the academy policy on admissions</li> <li>• a statement of the academy's ethos and values</li> <li>• information about the academy's policy on providing for pupils with special educational needs</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• Key Stage 4 results</li> <li>• Key Stage 5 results</li> <li>• the destinations of academy leavers<sup>1</sup></li> <li>• the arrangements for visits to the academy by prospective parents</li> <li>• the number of places for pupils of normal age of entry in the preceding academy year</li> </ul>

Instrument of Government	<p>The name of the academy  The category of the academy  The name of the Governors  The manner in which the Local 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</p>
Minutes <sup>2</sup> of meetings of the Governors and its committees	Agreed minutes of meetings of the Governors and its committees [ <i>current and last full academic academy year</i> ]

***Pupils & Curriculum Policies - This section gives access to information about policies that relate to pupils and the academy curriculum.***

Class	Description
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 pupils for example homework arrangements
Curriculum Policy	Statement on following 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

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

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Special Education Needs Policy	Information about the academy's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the academy's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection/ Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the academy.
Pupil Behaviour	Statement of general principles on behaviour and discipline and of measures taken by the Principal to prevent bullying.

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

Class	Description
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 academy publications, 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	Statement of procedures for dealing with complaints
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

### ➤ Feedback and Complaints

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 you require any other assistance with information please contact the academy and we will endeavour to provide the information for you, providing the information is not confidential in nature.

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 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:

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

Or Enquiry/Information Line:        01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website :        [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Named Governor:	
Monitoring of the Policy:	The Principal
Reporting to:	The Local Governing Body
Next Review Date:	