

Hummersknott Academy Trust



B - Freedom of Information Publication Scheme

Review Date: Sept 2020

Adopted/V1	V2	V3					
Sept 2011	Sept 2014	Sept 2017					

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this document apply to all Academies equally.

INTRODUCTION

This publication scheme commits Hummersknott Academy Trust 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 Trust.

The scheme commits an authority (the Trust):

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below
- To specify the information which is held by the Trust 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 Trust 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

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

CLASSES OF INFORMATION (SEE APPENDIX 1 FOR FURTHER 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 authority (the Trust).

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 Trust 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 Trust, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust 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 an authority (the Trust) 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 authority (the Trust) 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 justified and in accordance with a schedule 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 Trust that is not published under this scheme can be requested in writing (including via email), when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

CONTACT INFORMATION

A copy of this scheme is available on our websites at www.hummersknott.org.uk or www.skernepark.org.uk or in hard copy from the Chief Financial Officer. To obtain further information please contact Hummersknott Academy Trust, Edinburgh Drive, Darlington, DL3 8AR Tel 01325 241191 e-mail enquiries@hummersknott.org.uk.

MONITORING, EVALUATION AND REVIEW

The Board of Directors of Hummersknott Academy Trust will review this document at least every three years and assess its implementation and effectiveness.

APPENDIX 1

Guide to Information available from Hummersknott Academy Trust under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do (Organisational information, locations and contacts, constitutional and legal governance)		
Memorandum and Articles of Association of Hummersknott Academy Trust	Hard copy	Charge
Academy Funding Agreements	Respective Academy's Web site	No Charge
Membership of Hummersknott Academy Trust	Web site	No Charge
Membership of the Governing Bodies	Respective Academy's Web site	No Charge
Staffing structure of the Academies	Hard copy	Charge
Contact details for the Executive Principal/Headteacher and members of the Governing Bodies	Web site	No Charge
Contact details for members of the Hummersknott Academy Trust Board of Directors	Web site	No Charge
School Prospectus	Web site & Hard copy	No Charge
Guide to Key Stage 4 Options	Web site & Hard copy	No Charge
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)		
Annual Budget Plan and monthly financial statements	Hard copy	Charge
Budget plan and reports for Catering Services	Hard copy	Charge
Budget plan and reports for Hummersknott Active Ltd (Community use and lettings)	Hard copy	Charge
Details of procurement and projects including tender information where relevant	Hard copy	Charge
Pay Policy	Hard copy	Charge
Staffing and Grading Structure	Hard copy	Charge
Trust Director & Governor Expenses	Hard copy	Charge
What our priorities are and how we are doing (Strategy and performance information, plans, assessments, inspections and reviews)		
Government Supplied performance data such as Raise on line	Hard copy	Charge
Latest Ofsted Report	Web site	No Charge
Academy Self evaluation report	Hard copy	Charge
Academy Improvement plan for the current and next three years	Hard copy	Charge
Staff Performance Management Policy and Procedure	Hard copy	Charge
How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations		
Admissions Policy	Web site	No Charge
Committee Structure, terms of reference and membership of the Governing Body	Web site	No Charge
Agendas for the meetings of the Governors and its sub-committees	Web site	No Charge
Minutes of meetings (as above) - this will exclude information classed as "Confidential"	Web site	No Charge
Agendas for the Meetings of the Members of Hummersknott Academy Trust	Web site	No Charge
Minutes of meetings of Hummersknott Academy Trust this will exclude information classed as "Confidential"	Web site	No Charge

Annual Report to Members of Hummersknott Acdaemy Trust	Web site	No Charge
Annual Return to Companies House for Hummersknott Academy Trust	Web site	No Charge
Agendas for the meetings of the Directors of Hummersknott Active Ltd	Web site	No Charge
Minutes of meetings of Hummersknott Active Ltd - this will exclude information classed as "Confidential"	Web site	No Charge
Annual Accounts for Hummersknott Services Ltd	Web site	No Charge
Annual Accounts for Hummersknott Active Ltd	Web site	No Charge
Agendas for the meetings of Hummersknott Services Ltd	Web site	No Charge
Minutes of meetings of Hummersknott Services Ltd - this will exclude information classed as "Confidential"	Web site	No Charge
Annual Return to Companies House for Hummersknott Active Ltd	Web site	No Charge
Our Policies and Procedures		
Current written protocols for delivering our functions and responsibilities		
School Policies and Procedures Including;		
Charging policy	Web site	No Charge
Health and Safety	Web site	No Charge
Safeguarding Policy	Web site	No Charge
Complaints Policy and Procedure	Web site	No Charge
Staff Discipline and Grievance Policies	Hard copy	Charge
Equality and diversity and Accessibility Plan (including equal opportunities) Policy	Web site	No Charge
Staff recruitment policies and procedures	Web site	No Charge
Acceptable Use of ICT Policy	Web site	No Charge
Student/Pupil and curriculum policies including:		
Curriculum Policy	Web site	No Charge
Sex and Relationship Education	Web site	No Charge
Special Educational Needs policy	Web site	No Charge
Year 7,8 and 9 Curriculum Guides	Hard copy	Charge
Student Discipline Policy	Web site	No Charge
Anti-Harassment & Bullying Policy	Web site	No Charge
Uniform Policy	Web site	No Charge
Procedures relating to off-site activities	Web site	No Charge
Lists and registers		
Information held in registers required by law and other lists and registers relating to the functions of the authority		
Asset Register	Hard copy	Charge
Register of Racist Incidents	Hard copy	Charge
Record of Complaints relating to the work of the Trust	Hard copy	Charge
Record of Complaints relating to Community use of facilities	Hard copy	Charge
Please note attendance registers are not covered by this scheme		
The services we offer		
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.		
School Publications	Website	No Charge
Extra-Curricular activities and out of school clubs	Website	No Charge
Activies for the wider community offered through Hummersknott Active	Website	No Charge
Leaflets and Newsletters	Website	No Charge

Schedule of Charges

The following schedule of charges apply, normally we would request payment prior to the release of information.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing at 4p per sheet (black and white)	Actual Cost
	Photocopying/printing at 15p per sheet (colour)	Actual Cost
		Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation