



## **Acorn Multi Academy Trust**

### **Freedom of Information Act Publication Scheme**

#### **Aim of the publication scheme**

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, including environmental information, which is held by the Multi Academy Trust and falls within the classifications below.
- To specify the information that is held by the Multi Academy 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 Multi Academy 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.

## **The Classes of Available Information**

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

- Organisational information, structures, how are we doing, locations and contacts.

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

- Financial information about actual income and expenditure, financial audit, tendering, procurement and contracts.

### **How we make decisions.**

- Decision making processes and records of decisions.

### **Our policies and procedures.**

- Current written protocols, policies and procedures for delivering our services and responsibilities.

### **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. This includes information protected by the Data Protection Act.
- 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.

## **Requests for information**

Information that is not published under the scheme can be requested in writing from the Freedom of Information Officer,

Senior Administrator,

c/o St. Andrew's Primary Academy,

Chardstock,

Axminster,

Devon,

EX13 7BJ

**All requests will be considered in accordance with the provisions of the Freedom of Information Act.**

**Much of the information we hold is available from our website on:**

**[www.acornacademy.org](http://www.acornacademy.org)**

## **Charges**

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage.

## Freedom of Information

### Guide to information available from the Acorn Multi Academy Trust under the publication scheme

#### Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Charge
Academy Funding Agreement	Website	
Academy Order	Website	
Memorandum & Articles of Association	Website	
Academy staff– names of key personnel	Website	
Governing body – names and contact details of the governors	Website	
Calendar - session times, term dates and holidays	Website	
Contact - Location and contact information	Website	
Ofsted Inspection Report	Website	

## What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Information to be published	How the information can be obtained	Charge
<b>Academy Finance Policy</b> - including Procurement details and purchasing authority limits	Website	
<b>Annual budget plan</b> and financial statements	On request	
<b>Capital funding</b> – details of capital funding allocated to the school	On request	
<b>Capital Projects</b> - information on building and other capital projects	On Request	
<b>Additional funding</b> – Income generation schemes and other sources of funding.	On Request	
<b>Contracts</b> - details of contracts that have gone through a formal tendering process.	On Request	
<b>Staffing and grading structure</b>	On Request	£10
<b>Academy Pay Policy</b>	On request	
<b>Governors' Allowances</b> – Details of allowances and expenses that can be claimed or incurred.	On Request	£10

## How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Charge
<b>Admissions Policy</b> – arrangements, procedures and right of appeal	Website	
<b>Admissions Record</b> - application numbers and number of successful applicants by each oversubscription criteria.	On Request	£10
<b>Trust Board &amp; Local Governing Body</b> - Agendas, papers and minutes	Website/Office	

## The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information to be published	How the information can be obtained	Charge
Extra-curricular activities	Website	
Out of school clubs	Website	
Publications and newsletters	Website	

## Pupil & Curriculum Policies

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Charge
<ul style="list-style-type: none"><li>• Safeguarding</li><li>• DBS Policy</li><li>• Home-school agreement</li><li>• Curriculum</li><li>• Sex education</li><li>• Special education needs</li><li>• Accessibility</li><li>• Equal Opportunities/Equality</li><li>• Collective worship</li><li>• Careers Education</li><li>• Work related Learning</li><li>• Acceptable Behaviour</li><li>• Complaints</li><li>• ICT – Acceptable Use</li><li>• Internet &amp; Information code of practice</li><li>• Privacy Notice – Data Protection Policy</li><li>• Administering of medicines</li><li>• Education Visits &amp; Offsite Activities</li><li>• Exam &amp; Assessment</li><li>• Homework</li><li>• Curriculum</li><li>• Pupil anti-bullying</li></ul>	<p>All these policies are available on the MAT website or upon request for which a £10 charge will be made</p>	

## Other School Policies

(Current written protocols, policies and procedures for operating the school)

Information to be published	How the information can be obtained	Charge
<ul style="list-style-type: none"><li>• Charging and Remissions</li><li>• Health and Safety</li><li>• Fire Risk Assessment</li><li>• School Improvement Plan</li><li>• School Food</li><li>• Road safety</li><li>• Dealing with Emergencies</li><li>• Waste Management</li><li>• Academy Asset Register</li><li>• Staff conduct</li><li>• Discipline and grievance</li><li>• Pay</li><li>• Staff Consultation</li><li>• Staff leave &amp; absence</li><li>• Flexible working</li><li>• Maternity &amp; Paternity</li><li>• Performance Management</li><li>• Grievance Procedure</li><li>• Capability Procedure</li><li>• Continuing professional development</li><li>• Whistle blowing</li></ul>	<p>All these policies are available on the website or upon request for which a £10 charge will be made</p>	