

Freedom of Information Policy

Hampton Academies Trust



1. Introduction

One of the aims of the Freedom of Information Act 2000 (FOIA) is that public authorities, including academy schools, should be clear and proactive about the information they make public.

To do this, Hampton Academies Trust must produce 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; and
- Whether the information is available free of charge or on payment.

2. Aims and Objectives

The Trust aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child; and
- Help every child develop their skills, knowledge and personal qualities needed for life and work.

This publication scheme is a means of showing how we are pursuing these aims.

3. Classes 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 6 of this scheme.

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

- Organisational information - what we are and what we do;
- Financial information - what we spend and how we spend it;
- Strategies and plans - what our priorities are and how we are doing;
- Decision-making processes - how we make decisions;
- Policies and procedures;
- Lists and registers; and
- Services we offer.

4. Paying for information

Information published on our website is free or can be emailed free of charge. If your request means that we have to photocopy or print, we will let you know the cost before fulfilling your request. All items listed in document are issued free of charge via our website or via email. Costs for photocopying, printing and postage are detailed later in this document.

Freedom of Information

Guide to Information available from Hampton Academies Trust under the model publication scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who in the school	Email: foi@hamptoncollege.org.uk	Free
Who's on the Governing Body and the basis of their appointment	See College website: www.hamptoncollege.org.uk /school-information/ governors/	Free
Academy Funding Agreement	Email: foi@hamptoncollege.org.uk	Free
Contact details for the Head of School and for the Governing Body	Head of School - email: foi@hamptoncollege.org.uk Governing Body - email: foi@hamptoncollege.org.uk	Free
Location and contact information	See College website: www.hamptoncollege.org.uk/contact/	Free
School Prospectus	See College website: www.hamptoncollege.org.uk/school-information/	Free
Annual Report and Audited Accounts	Email: foi@hamptoncollege.org.uk	Free
School session times and term dates	See College website: www.hamptoncollege.org.uk/school- information/school-term-dates/	Free
Exam results	See College website for a link to the DfE: www.compare-school-performance.service.gov.uk/school/141300	Free

Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurements, contracts and financial audit)	HOW THE INFORMATION CAN BE OBTAINED	COST
Annual budget plan and financial statements	See College website: www.hamptoncollege.org.uk/school-information/academy-information/	Free
Funding agreement	See College website: www.hamptoncollege.org.uk/school-information/academy-information/	Free
Additional funding	Email: foi@hamptoncollege.org.uk	Free
Procurement and projects	Email: foi@hamptoncollege.org.uk	Free
Pay policy	Email: foi@hamptoncollege.org.uk	Free
Staff allowances and expenses	Email: foi@hamptoncollege.org.uk	Free
Staff pay and grading structures	Email: foi@hamptoncollege.org.uk	Free
Governors' allowances	Email: foi@hamptoncollege.org.uk	Free

Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	HOW THE INFORMATION CAN BE OBTAINED	COST
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report 	See College website: www.hamptoncollege.org.uk/school-information/ofsted/	Free
Performance management policy and procedures adopted by the Governing Body	Email: foi@hamptoncollege.org.uk	Free
Schools future plans	Email: foi@hamptoncollege.org.uk	Free
Child Protection - policies and procedures	See College website: www.hamptoncollege.org.uk/parents/policies/	Free

Class 4 - How we make decision (Decision making processes and records of decisions)	HOW THE INFORMATION CAN BE OBTAINED	COST
Admissions policy/decisions (not individual admission decisions)	See College website: www.hamptoncollege.org.uk/school-information/admissions/	Free
Agendas of meetings of the Governing Body and its sub-committees	Email: foi@hamptoncollege.org.uk	Free
Minutes of meetings of the Governing Body	Email: foi@hamptoncollege.org.uk	Free

Class 5 - Our policies and procedures (Current written protocol, policies and procedures for delivering our services and responsibilities)	HOW THE INFORMATION CAN BE OBTAINED	COST
School policies including: <ul style="list-style-type: none"> • Charging • Complaints • Equality and Diversity • Health & Safety • Staff Conduct 	See College website: www.hamptoncollege.org.uk/parents/policies/	Free
Student and curriculum policies including: <ul style="list-style-type: none"> • Accessibility • Behaviour • Child Protection • EYFS • Home School Agreement • Sex and Relationships Education • Special Educational Needs 	See College website: www.hamptoncollege.org.uk/parents/policies/	Free
Records Management and personal data policies including: <ul style="list-style-type: none"> • Data Protection • Information Security • Records Retention Destruction and Archive 	Email: foi@hamptoncollege.org.uk	Free
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Email: foi@hamptoncollege.org.uk	

Class 6 - Lists and Registers (Currently maintained lists and registers only)	HOW THE INFORMATION CAN BE OBTAINED	COST
Curriculum circulars and statutory instruments	Email: foi@hamptoncollege.org.uk	Free
Disclosure logs	Email: foi@hamptoncollege.org.uk	Free
Asset register	Email: foi@hamptoncollege.org.uk	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Email: foi@hamptoncollege.org.uk	Free

Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	HOW THE INFORMATION CAN BE OBTAINED	COST
Extra-curricular activities	See College website: www.hamptoncollege.org.uk/curriculum/physical-education/extra-curricular-programme/ www.hamptoncollegeprimary.org.uk/children/clubs/	Free
Out of school clubs	Email: foi@hamptoncollege.org.uk	Free
School publications	See College website: www.hamptoncollege.org.uk/news-events/ www.hamptoncollegeprimary.org.uk/parents/newsletters/	Free
Services for which the school is entitled to recover a fee, together with those fees	Email: foi@hamptoncollege.org.uk	Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black and white)	Actual cost
	Photocopying/printing @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class post
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Administration Cost	Where large quantities of information are requested, and/or research is required	Cost of staff time to produce documentation

Contact details:

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Tel: 01733 246820

APPROVED BY GOVERNORS:

SIGNATURE

NAME

DATE