



# FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Mar 2022



## **FREEDOM OF INFORMATION ACT PUBLICATION SCHEME**

### **Aim of the Publication Scheme**

The Publication Scheme covers the Academy of Woodlands 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 Academy and falls within the classifications below.
- To specify the information that 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 make this publication scheme available to the public.



### **Charges**

In many cases information can be downloaded from the website free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

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.

### **Requests for information**

Information can be requested in writing or via e-mail to the Academy's Office Manager, The Academy of Woodlands, Woodlands Road, Gillingham, Kent. ME7 2DU Telephone: 0300 065 8200

e-mail: [school.office@aow.uk.com](mailto:school.office@aow.uk.com)

Website: [www.theacademyofwoodlands.co.uk](http://www.theacademyofwoodlands.co.uk)



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

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Academy Trust Board and the basis of their appointment	Hard copy	No Charge
Instrument of Government	DFE Website <a href="http://www.dfe.gov.uk">www.dfe.gov.uk</a>	No Charge
Contact details for the Directors (named contacts tel number and email address as appropriate).	Hard copy/Website	No Charge
Academy Prospectus	Hard copy/Website	No Charge
Academy Staffing Structure	Hard copy	No Charge
Academy session times, term dates and holidays	Hard copy/Website	No Charge
<b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and the previous financial year as a minimum		
Statutory accounts	Hard copy	No Charge
Annual budget plan and financial statements	Hard copy/Website	No Charge
Capital funding – details of capital funding allocated to the Academy along with information on related building projects and other capital projects	Hard copy	No Charge
Additional funding – Income generation schemes and other sources of funding.	Hard copy	No Charge
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy	No Charge
Staffing and grading structure	Hard copy/Website	No Charge

Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy	No Charge
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.		
Academy profile <ul style="list-style-type: none"> <li>Government supplied performance data</li> <li>OFSTED report – summary and full report</li> <li>Examination Results</li> </ul>	Hard copy/Website	No Charge
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
Performance management policy and procedures adopted by the Academy Trust	Hard copy	No Charge
Academy Improvement Plan	Hard copy	No Charge
Safeguarding policies and procedures	Hard copy/Website	No Charge
<b>How we make decisions</b> (Decision making processes and records of decisions) Current and previous years as a minimum		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Hard copy/Website	No Charge
Agendas, papers and minutes of the Academy Board and (if held) its sub committees – information, within the minutes, that is properly considered to be private will be excluded.	Hard copy	No Charge
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<b>Academy policies including:</b> <ul style="list-style-type: none"> <li>Charging and remissions policy</li> <li>Health and Safety (including risk assessment)</li> <li>Complaints procedure</li> <li>Staff code of conduct policy</li> <li>Discipline and grievance policies</li> <li>Equality and diversity (including equal opportunities) policies</li> <li>Pay policy</li> </ul>	Policies are available in hard copy but a number of policies can be found on the website.	No Charge

<ul style="list-style-type: none"> <li>• Staff recruitment policies</li> </ul>		
<b>Pupil and curriculum policies, including:</b> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>	Policies are available in hard copy but a number of policies can be found on the website.	No Charge
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Records management and personal data policies including:</b> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	Policies are available in hard copy but a number of policies can be found on the website.	No Charge
<b>Charging regimes and policies</b> This should include details of any statutory charging regimes. Charging policies should include details of 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.	Policies are available in hard copy but a number of policies can be found on the website.	No Charge
<b>Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars and statutory instruments	Hard copy/Website	No Charge
Disclosure logs	Hard copy	No Charge
Asset register	Hard copy	No Charge
Any information the Academy is currently legally required to hold in publicly available registers ( <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b> )		
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Extra-curricular activities	Hard copy/Website	No Charge
Out of Academy clubs	Hard copy/Website	No Charge
Academy 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/Website	No Charge
<p style="text-align: center;"><b>Additional Information</b></p> <p style="text-align: center;">This will provide the Academy with the opportunity to publish information that is not itemised in the lists above.</p>		

**Date Adopted: March 2022**

**Review Date: March 2023**

**Head Teacher:**

*E. Toad*

*[Signature]*

**The Academy of Woodlands Chair of Governors:**

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