



Signhills Academy

FOI PUBLICATION SCHEME

Charges

In most cases, information may be downloaded from the school website or other publicly accessible websites free of charge.

Should an enquirer require hard copy or in the case of the information not being obtainable through the school website, the school reserves the right to charge for actual disbursements incurred such as:

- photocopying – **at 10p per sheet of A4 paper**
- postage and packaging – **at the actual cost to the school**
- any other costs directly incurred as a result of the information request –**at the actual cost to the school**

1. Who we are and what we do	
Information to be published	How the information can be obtained
Location and contact information of the School	School website
Memorandum and Articles of Association	Companies House website
Academy Funding Agreement	DfE website
School prospectus	School website
Board of Governors –Contact details and basis of appointment	School website
Contact details for the Headteacher	School website
School staff and structure – names of key personnel	School website
The School's admission arrangements	School website
School session times and term dates	School website
Register of governors' business interests	Hard copy for viewing only

2. What we spend and how we spend it.	
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Information to be published	How the information can be obtained
Funding allocation	DfE website
Annual budget plan and financial statements	Hard copy
How the School uses Pupil Premium funding	School website
Annual audited accounts known as the Annual Return	Companies House website
Spend against CfR benchmark headings	DfE website
The company annual report	School website
Details of capital funding allocated to the School	Hard copy
Information on building projects and other capital projects.	Hard copy
Details of contracts that have gone through a formal tendering process.	Hard copy
The policy on payment to Governors/Directors	School website
Staff pay policy	Hard Copy
Charging and remission policy	School website

3. What our priorities are and how we are doing.	
Information to be published	How the information can be obtained
The priorities for the current year	School website
The School Management/Improvement Plan	Hard copy
The last OfSTED report on the School	OfSTED website
Staff performance management policy	Hard copy

4. How we make decisions	
Information to be published	How the information can be obtained

Articles of Association	Companies House website
Scheme of delegated authority	Hard copy
Governor/Director Board meetings minutes (excluding 'Part B')	Hard copy
Admissions Policy (see Annex B of the Funding Agreement)	DfE website
Exclusions Policy (see Annex D of the Funding Agreement)	DfE website
SEN policy (see Annex C of the Funding Agreement)	DfE website
Complaints procedures	School website
Arrangements for appealing against decisions related to admissions	School website
Arrangements for appealing against decisions related to exclusions	

5. Our policies and procedures	
Information to be published	How the information can be obtained
Records management and personal data policies	
• Data protection policy	School website
• E-Safety policy	School website
• Records management (including retention) guidelines	School website
• DBS Disclosure policy	School website
Equality and diversity	
• Safer Recruitment and Selection policy	School website
• Policy Statement on equality objectives (in process)	School website
• Vacancy information	School website

Information to be published	How the information can be obtained
Staff Policies	

• Capability Procedure policy	Hard Copy
• CPD principles	Hard Copy
• Disability Leave policy	Hard Copy
• E- Safety policies (staff & students)	School website
• Fraud policy	School website
• Granting of Religious Observance policy	School website
• Health and safety policy and statement	School website
• Initial teacher training statement	Hard Copy
• Job share and Part time working policy	Hard Copy
• Leave of Absence policy	Hard Copy
• Literacy principles	School website
• Maternity/Paternity Leave policy	Hard Copy
• Newly qualified teachers induction policy	Hard Copy
• Staff code of conduct policy	Hard Copy
• Staff disciplinary procedure	Hard Copy
• Staff grievance procedure	School website
• Staff sickness management policy	Hard Copy
• Use of sports coaches/support staff and volunteers policy	Hard Copy
• Whistle blowing policy	School website

6. Our policies and procedures	
Information to be published	How the information can be obtained
Student and curriculum policies	
• Anti-bullying policy	School website

• Assessment, Reporting and Recording policy	School website
• Attendance and Punctuality Strategy policy	School website
• Behaviour policy	School website
• Curriculum statement	School website
• Drug Education and Drug Related Incidents policy	School website
• Homework statement	School website
• Looked After Children policy	School website
• Medical Needs Support policy	School website
• Restraint and Physical Contact policy	School website
• RE and Collective Worship policy	School website
• Student uniform and jewellery policy	School website
• Teaching and learning principles	School website
• Trips and visits principles	School website
• Whole School Marking principles	School website

7. Services we offer	
Information to be published	How the information can be obtained
Extra-curricular activities	School website
Out of school clubs	School website
Services for which the School is entitled to recover a fee,	School website

8. Lists and registers	
Information to be published	How the information can be obtained
Disclosure log	Hard copy

