**The Bourne Academy Freedom**

**of Information Policy**



**VISION**

Our central belief is that everyone is a learner and everyone is a teacher.

**PURPOSE**

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:

**A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

**RATIONAL**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

**PROCEDURES**

**Freedom of Information Act** - **Publication Scheme for The Bourne Academy**

The Bourne Academy 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 Bourne Academy, information will be provided on the Academy’s website. Where it is impracticable to make information available on the website, or when an individual does not wish to access the information via the website, The Bourne Academy 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 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.

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

**Charges which may be made for Information published under this scheme**

Charges made by The Bourne Academy 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
* Costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, and they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules 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 Bourne Academy that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**Expiry Date**

This publication scheme will remain current until further notice.

***Freedom of Information Policy created by Business Director - 28.04.14***

***Agreed and signed by Principal Board of Governors on ------***

***Date to be reviewed – March 2018***

**Guide to information available from The Bourne Academy under the Freedom of Information publication scheme**

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| **Information to be published** | **How the information can be obtained** |
| **Who we are and what we do**  **(Organisational information, structures,locations and contacts)**  Academy Funding Agreement  Memorandum and Articles of Association  Governing body i nformation  Location and contact information  School Prospectus  School Session times and term dates | School website  On request  School website  School website  School website  School website |
| **What we spend and how we spend it**  Annual budget  Financial statements  Capital funding and projects  Staffing structure  Use of pupil premium monies | On request  School website  On request  On request  School website |
| **What our priorities are and how we are doing**  **(Strategies and plans, performance indicators, audits, inspections and reviews)**  OFSTED report  Exam results  Development Plan | School website  School website  On request |
| **How we make decisions**  **(Decision making processes and records of decisions)**  Admissions policy  Admissions - application numbers and number of successful applicants  Governing body scheme of delegation | School website  School website  On request |
| **Our policies**  **(Current policies for delivering our services& responsibilities)**  Charging and remissions Policy  SEND Policy  Accessibility Plan  Student Behaviour Policy  Single Equality Policy  Freedom of Information  Data Protection Policy  Sex and Relationships Education Policy  Health & Safety Policy  Safeguarding Policy  Recruitment Policy  Complaints and Appeals Policy  Home School Agreement Policy  Child Protection Policy  Other school policies | School website  School website  School website  School website  School website  School website  School website  School website  School website  School website  School website  School website  School website  School website  School website  On request |
| **The services we offer**  **(Information: incl leaflets, guidance and newsletters)**  Extra-curricular activities  ACE clubs  School publications  Leaflets, booklets and newsletters | Web or on request  Web or on request  Web or on request  Web or on request |