



## FREEDOM OF INFORMATION ACT POLICY

### 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that the Academy should be clear and proactive about the information they will make public.

To do this we 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.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form on request. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### 2. Categories 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 four broad topic areas:

- School Prospectus - information published in the school prospectus.
- The School Profile and other information relating to the governing body - information published in the School Profile and in other governing body documents.
- Learners & the Curriculum - information about policies that relate to pupils and the school curriculum.
- School Policies and other information related to the schools - information about policies that relate to the schools in general.

### 3. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email, fax or letter. You will receive a response within 20 school days. Contact details are set out below.

#### Tor Bridge High

Email: [receptionhigh@torbridge.net](mailto:receptionhigh@torbridge.net)

Tel: 01752 207907

Contact Address: Miller Way, Estover, Plymouth, PL6 8UN

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**.

If the information you're looking for isn't available via the scheme you can still contact us to

ask if we have it.

#### **4. Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

#### **5. Right to refuse an entire request:**

Under the following circumstance we will exercise our right to refuse a request under the following circumstances:

- It would cost too much or take too much time to deal with the requests
- The request is vexatious
- The request repeats a previous request from the same person

If we refuse all or part of any request, we will inform the requester a written refusal notice as per ICO guidance.

#### **6. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially please refer to the Compliments, complaints, Tor Bridge High, Miller Way, Plymouth, PL6 8UN.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted via telephone, e-mail or by visiting the website listed below:

**Enquiry/Information Line:** 0303 123 1113  
**E Mail:** [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).  
**Website :** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**Owner(s):** Business Manager  
**Date:** September 2020  
**Review Date:** September 2021

<b>TOR BRIDGE HIGH Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Hard copy and/or website	
Who's who in the school	Hard copy	
Who's who on the governing body of the Academy and the basis of their appointment	Hard copy	
Instrument of Government	Hard copy/website	
Contact details for the Acting Headteacher and the governing body (named contacts where possible with telephone number and email address (if used))	Through the Academy reception or Clerk to Governors	
School prospectus	Hard copy/website	
Annual Report	Not applicable	
Staffing structure	Hard copy	
School session times and term dates	Website/hard copy	
<b>Class 2 - 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 previous financial year as a minimum	Hard copy and/or website	
Annual budget plan and financial statements	Hard copy	
Capitalised funding	Hard copy	
Additional funding	Hard copy	
Procurement and projects	Hard copy	
Pay policy	Hard copy	
Staffing and grading structure	Hard copy	
Governors' allowance	Not applicable	

<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	Hard copy or website	
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Hard copy/website Hard copy	
Performance management policy and procedures adopted by the governing body/Partnership	Hard copy	
Schools future plans	Hard copy as available	
Every Child Matters - policies and procedures	Hard copy	
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	(Hard copy or website)	
Admissions policy/decisions (not individual admission decisions)	Available in hard copy from Tor Bridge Academy Trust. Not applicable to other Partnership Schools as managed through Plymouth City Council	
Agendas of meetings of the governing body/Partnership and (if relevant) any sub-committees	Hard copy	
Minutes of meetings (as above) - NB: this will exclude information that is properly regarded as private to the meetings.	Hard copy	
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy or website	

<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	<p>Hard copy Hard copy Hard copy/website Hard copy Hard copy Hard copy Hard copy/website Hard copy/website Hard copy</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Pupil discipline</li> </ul>	<p>Website, student planner Hard copy Hard copy Hard copy Prospectus/hard copy Prospectus/hard copy Prospectus/hard copy Hard copy Hard copy Hard copy</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>Hard copy Hard copy Hard copy</p>	
<p>Charging regimes and policies.</p> <p>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.</p>	<p>Free school meals - please see Plymouth City Council website for more information</p>	

<b>Class 6 - Lists and Registers</b>	Hard copy or website; some information may only be available by inspection	
Currently maintained lists and registers only		
Curriculum circulars and statutory instruments (e.g. Regulations)		
Disclosure logs	Hard copy	
Asset register	Hard copy	
Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>	Hard copy	
<b>Class 7 - 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	(Hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy	
Out of school clubs	Hard copy	
School publications	Hard copy	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy	
Leaflets books and newsletters	Website/hard copy	
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details: See earlier information

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Administration costs	A charge will not normally be applied against staff time for readily available information. However if the request involves a significant amount of administrative time a fee will be applicable. This will be in line with Section 4 (3) of the FOI regulations

\* The actual cost incurred by the Academy