



HOLYROOD ACADEMY

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of 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.

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

The authority 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 a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority 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
- the 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, 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 a public authority 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.

Freedom of Information

Guide to information available from Holyrood Academy under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the Academy	www.holyroodAcademy.com	Free
Who's who on the governing body and the basis of their appointment	www.holyroodAcademy.com	Free
Instrument of Government	Order via Academy reception	5p per sheet
Contact details for the Headteacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Order via Academy reception	5p per sheet
Academy prospectus	www.holyroodAcademy.com	Free
Staffing structure	www.holyroodAcademy.com	Free
Academy session times and term dates	www.holyroodAcademy.com	Free

<p>Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Order via Academy reception	5p per sheet
Capitalised funding	Order via Academy reception	5p per sheet
Additional funding	Order via Academy reception	5p per sheet

Procurement and projects	Order via Academy reception	5p per sheet
Pay policy	Order via Academy reception	5p per sheet
Staffing and grading structure	Order via Academy reception	5p per sheet
Governors' allowances	Order via Academy reception	5p per sheet

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

Performance management policy and procedures adopted by the governing body.	Order via Academy reception	5p per sheet
Academy Development plan	Order via Academy reception	5p per sheet

Class 4 - How we make decisions

(Decision making processes and records of decisions)

Current and previous three years as a minimum

Admissions policy/decisions (not individual admission decisions)	Order via Academy reception	5p per sheet
Agendas of meetings of the governing body and (if held) its sub-committees	Order via Academy reception	5p per sheet
Minutes of meetings (as above) - nb this will exclude information that is properly recorded as private to the meetings.	Order via Academy reception	5p per sheet

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

<p>Academy policies including:</p> <ul style="list-style-type: none"> ● Charging and remissions policy * ● Health and Safety * ● Compliments and Complaints procedure * ● Discipline and grievance policies * ● Information request handling policy “ ● Equality Duty (including equal opportunities) policies * 	<p>Policies marked with a * available from www.holyroodacademy.com All others available from the Academy reception</p>	<p>Free 5p per sheet</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> ● Home-Academy agreement * ● Curriculum * ● Sex and relationship education * ● Special educational needs * ● Accessibility * ● Race equality * ● Collective worship ● Careers education ● Pupil discipline (Behavior and Exclusion Policies) * 	<p>Policies marked with a * available from www.holyroodacademy.com All others available from the Academy reception</p>	<p>Free 5p per sheet</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> ● Information security policies * ● Records retention destruction and archive policies ● Data protection (including information sharing policies) 	<p>www.holyroodacademy.com Order via Academy reception Order via Academy reception</p>	<p>Free 5p per sheet 5p per sheet</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>www.holyroodacademy.com</p>	<p>Free</p>

Class 6 - Lists and Registers

Currently maintained lists and registers only

Disclosure logs	Inspection only contact via Academy Reception	
Asset register	Inspection only contact via Academy Reception	
Any information the Academy is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Extra-curricular activities (within Parent Newsletters)	www.holyroodacademy.com	Free
Out of Academy clubs (within Parent Newsletters)	www.holyroodacademy.com	Free
Academy publications	www.holyroodacademy.com	Free
newsletters	www.holyroodacademy.com	Free

Freedom of Information

Guide to information available from Holyrood Academy under the model publication scheme

Contact details: Holyrood Academy Reception
 Zembard Lane
 Chard
 Somerset
 TA20 1JL

PLEASE NOTE –

- 1. PRICES QUOTED ARE BASED ON COPYING MATERIAL IN BLACK AND WHITE. IF COLOUR IS REQUESTED THE COST WILL BE 10p per sheet**
- 2. ITEMS CROSSED THROUGH ARE NOT CURRENTLY HELD BY THE ACADEMY**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5 p per sheet (black & white)	Actual cost 5p
	Photocopying/printing @ .10. p per sheet(colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2" class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		