



FREEDOM OF INFORMATION & PUBLICATION SCHEME Guide to information available from Huish Episcopi Academy

Academy Office
Wincanton Road
Langport
Somerset TA10 9SS
01458 250501

www.huishepiscopi.sch.uk

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST**
CLASS 1- WHO WE ARE AND WHAT WE DO		
Who's who in the Academy	Website	Free
Who's who on the Academy Board and the basis of their appointment	Website	Free
Contact details for the Principal and for the Academy Board (named contacts where possible with telephone number and email address, if used)	Website	Free
Prospectus	Website & hard copy - order from Academy Office	Free
Staffing structure	Hard copy – order from Academy Office	5p per sheet
Academy session times and term dates	Website	Free
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Financial Statements	Website	Free
Annual budget plan	Hard copy – order from Academy Office	5p per sheet
Capitalised funding		5p per sheet
Additional funding		5p per sheet
Procurement and projects		5p per sheet
Pay policy		5p per sheet
Staffing and grading structure		5p per sheet
Directors' allowances		5p per sheet
Pupil Premium Grant	Website	Free
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
<ul style="list-style-type: none"> Government supplied performance data The latest Ofsted report 	Website	
Academy Improvement Plan	Hard copy – order from Academy Office	5p per sheet
Performance Management Policy and procedures adopted by the Academy Board	Hard copy – order from Academy Office	5p per sheet

Academy's future plans	Hard copy – order from Academy Office	5p per sheet
CLASS 4 – HOW WE MAKE DECISIONS		
Admissions policy/decisions (not individual admission decisions)	Website	Free
Agendas of meetings of the Academy Board and its committees – information that is properly considered to be private is excluded.	Website	Free
Minutes of meetings (as above)	Website	Free
CLASS 5 – OUR POLICIES AND PROCEDURES		
Academy policies including: <ul style="list-style-type: none"> • Charging and remissions* • Health and Safety* • Complaints procedure* • Discipline and grievance • Information request handling policy • Equality and diversity (including Equal Opportunities)* 	Policies marked with a * are available from the Academy website. All others are available in hard copy and can be ordered from the Academy Office.	Website copies – free Hard copies – 5p per sheet
Pupil and curriculum policies including: <ul style="list-style-type: none"> • Home/School agreement • Curriculum • Sex education • Special Educational Needs • Accessibility • Race Equality • Collective worship • Careers education • Pupil behaviour 	Website	Free
Records management and personal data policies including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data Protection (including information sharing policies and privacy notice) 	Hard copy – order from Academy Office Hard copy – order from Academy Office Website	5p per sheet Free
Charging regimes and policies	Website	Free
CLASS 6 – LISTS AND REGISTERS		
Disclosure logs	Inspection only – contact the Academy Office	5p per sheet
Asset register	Inspection only – contact the Academy Office	5p per sheet
Any information the Academy is currently legally required to hold in publicly available registers (not including Attendance register)	Hard copy – order from Academy Office	5p per sheet
CLASS 7 – THE SERVICES WE OFFER		
Extra curricular activities	Website	Free
Out of school clubs	Website	Free
Academy publications	Website	Free
Newsletters	Website	Free

ADDITIONAL INFORMATION

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SCHEDULE OF CHARGES

Type of charge	Description	Basis of Charge**
Disbursement cost	Photocopying/printing @ 5p per sheet (black and white)	Actual cost 5p per sheet
	Photocopying/printing @ 10p per sheet (colour)	Actual cost 10p per sheet
	Postage	Actual cost of Royal Mail standard second class
Statutory Fee		In accordance with the relevant legislation
Other		

**Paper copies of all documents will be available free of charge to parents of students of the Academy if requested.

Approved by Finance, Audit and Premises Committee: 23 February 2017

Due for review (3 years unless changes required sooner): February 2020