



THE GRYPHON
Multi Academy Trust

GAT/0002

FREEDOM OF INFORMATION ACT
POLICY STATEMENT



POLICIES AND PROCEDURES PROFORMA

Subject and Version of Document:	Freedom of Information Act
Author:	CEO
Persons/Committees etc consulted whilst document in draft:	Board of Directors
Date agreed:	19.10.21
Date of next review/update and by whom:	October 2022
By whom agreed:	Board of Directors
Copy obtainable from and/or distribution:	Secretary to the Board
Date document issued and placed on website:	19.10.21
Responsibility for dissemination to new staff:	Line Manager
Principal Target Audience:	All staff

Amendments Summary:

Amend. No.	Issued	Page	Subject
1	Oct 2021	3-6	Whole policy review, changes made

The Gryphon Trust

Freedom of Information Act Policy

In line with the Freedom of Information Act the academy will provide its Approved Publication Scheme on our web site.

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 school	Prospectus and Website	Free
Who's who on the governing body and the basis of their appointment	Prospectus and Website	Free
Instrument of Government/Articles of Association	Trust Website	Free
Contact details for the Head teacher – telephone number and email address	Website	Free
School prospectus	Website	Free
Staffing structure	Hard Copy	Free

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)

Annual budget plan and financial statements	Hard copy	Free
Capitalised funding	Hard copy	Free
Procurement and projects	Hard copy	Free
Pay policy	Hard copy	Free

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

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

School profile	Hard copy	Free
Government supplied performance data	Hard copy	Free
The latest full Ofsted report		
Performance management policy and procedures adopted by the governing body.	Website	Free

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)	Website	Free
Agendas of meetings of the governing body and (if held) its committees	Hard copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy	Free

Class 5 – Our policies and procedures

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

School policies including:		
Charging and remissions policy		Free
Health and Safety		Free
Complaints procedure	Website	Free
Staff conduct policy	Hard copy	Free
Discipline and grievance policies	Website	Free
Single Equality Scheme	Hard copy	Free
	Website	Free

Home-school agreement	Website/Prospectus	Free
Curriculum	Website/Prospectus	Free
Sex & Relationships education	Website/Prospectus	Free
Special educational needs	Website/Prospectus	Free
Accessibility	Website/Prospectus	Free
Collective worship	Website/Prospectus	Free
Student Behaviour	Website/Prospectus	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) 	Website	Free

Class 6 – Lists and Registers

Currently maintained lists and registers only

Curriculum circulars and statutory instruments	Website/ Newsletters	Free
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard copy	10p/sheet

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	Website/Prospectus /Parental Communication	Free
Out of school clubs	Website/prospectus /Parental Communication	Free

Services for which the school is entitled to recover a fee, together with those fees (Charging Policy)	Website	10p/sheet
Leaflets books and newsletters	Website/ School Office	Free
Additional Information <i>This will provide schools with the opportunity to publish information that is not itemised in the lists above</i>	None	

Contact details

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<i>Type of charge</i>	<i>Description</i>	<i>Basis of charge</i>
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority