



## Freedom of Information Act

### Guide to information available from Torch Academy Gateway Trust Schools & Academies

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> This will be current information only	Website or request via website.	May be levied to cover research time, payable in advance: £30 per hour of staff time.
Academy Funding Agreement – a link to the document on the Department for Education’s website	As above	As above
Academy Order (if applicable)	As above	“
School staff and structure – names of key personnel	As above	“
Governing body – names and contact details of the governors and the basis of their appointment	As above	“
School session times, term dates and holidays	As above	“
Location and contact information – address, telephone number and website	As above	“
Contact details for the Principal and the Governing Body	As above	“
School Prospectus	As above	“
School Session times and term dates	As above	“
GCSE results – a link to the data on the Department for Education’s website	As above	“

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b>                      (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and the previous two years financial years' accounts that have been filed with the Charity Commission and/or Companies House.</p>	Website or request via website	May be levied to cover research time, payable in advance: £30 per hour of work.
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	As above	“
Information to be published	How the information can be obtained	Charge
<b>What our priorities are and how we are doing</b>	Website or request via website	May be levied to cover research time, payable in advance: £30 per hour of work.
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	As above	“
Performance management information	As above	“
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	As above	“
Admissions		
Admissions arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website or request via website	May be levied to cover research time, payable in advance: £30 per hour of work.

Information to be published	How the information can be obtained	Charge
<p><b>Our policies and procedures</b>                      (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website or request via website</p>	<p>May be levied to cover research time, payable in advance: £30 per hour of work.</p>
<p>Trust/Academy policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Pay policy</li> <li>• Publication policy</li> <li>• Safer Recruitment Procedures</li> </ul>	<p>As above</p>	<p>“</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 education needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Work-related learning</li> <li>• Behaviour Code</li> </ul>	<p>As above</p>	<p>“</p>

Records management and personal data policies <ul style="list-style-type: none"> <li>Data Protection / information security policies</li> </ul>	Website or request via website	“
<ul style="list-style-type: none"> <li>Details of vacancies</li> </ul>	As above	“
Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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.	As above	“

Information to be published	How the information can be obtained	Charge
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only Any information the Academy is currently legally required to hold in publicly available registers</p>	(Written request: only available for inspection)	May be levied to cover research time, payable in advance: £30 per hour of work.

Information to be published	How the information can be obtained	Charge
<p><b>The services we offer</b>                      (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website or request via website.</p>	<p>May be levied to cover research time, payable in advance: £30 per hour of work.</p>
<p>Extra-curricular activities</p>	<p>As above</p>	<p>“</p>
<p>Out of school clubs</p>	<p>As above</p>	<p>“</p>
<p>School publications</p>	<p>As above</p>	<p>“</p>
<p>Services for which the Academy is entitled to recover a fee, together with those fees</p>	<p>As above</p>	<p>“</p>
<p>Leaflets, booklets and newsletters</p>	<p>As above</p>	<p>“</p>

**Equality Duty**

*This policy has been reviewed in the context of Equality Impact and assessed as: Neutral*

*This policy was last reviewed: April 2013*

*Name of Reviewer: Mr R F Whiteley*