

## Freedom of Information Publication Scheme for Schools

### Guide to information available from Brookside Academy under the model publication scheme

Who we are and what we do

This will be current information only.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the governing board of governors and the basis of their appointment	On the school website – <a href="https://www.brooksideacademy.co.uk/Board-of-Governors/">https://www.brooksideacademy.co.uk/Board-of-Governors/</a>	Information freely available on school website
Articles of Association	On the school website – <a href="https://www.brooksideacademy.co.uk/Board-of-Governors/">https://www.brooksideacademy.co.uk/Board-of-Governors/</a>	Information freely available on school website
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	On the school website – <a href="https://www.brooksideacademy.co.uk">https://www.brooksideacademy.co.uk</a>	Information freely available on website
<del>School prospectus</del>	The academy doesn't have a prospectus.	
Annual Report	On the school website – <a href="https://www.brooksideacademy.co.uk/Board-of-Governors/">https://www.brooksideacademy.co.uk/Board-of-Governors/</a>	Information freely available on website
Staffing structure	On the school website – <a href="https://www.brooksideacademy.co.uk/Staff/">https://www.brooksideacademy.co.uk/Staff/</a>	Information freely available on website
School session times and term dates	On the school website - <a href="https://www.brooksideacademy.co.uk/Parents/Term-Dates-and-Holidays/">https://www.brooksideacademy.co.uk/Parents/Term-Dates-and-Holidays/</a>	Information freely available on website
Address of school and contact details, including email address.	On the school website – <a href="https://www.brooksideacademy.co.uk">https://www.brooksideacademy.co.uk</a>	Information freely available on website

# Freedom of Information

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### What we spend and how we spend it

Current and previous financial year as a minimum.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	Price on application (POA)
Capital funding	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Financial audit reports	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Procurement and contracts the school has entered into, or information relating to a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Pay policy	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA

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### What our priorities are and how we are doing

Current information as a minimum.

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied by the government, or a direct link to the data</li> <li>• The latest Ofsted               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	On the school website – <a href="https://www.brooksideacademy.co.uk/Ofsted/">https://www.brooksideacademy.co.uk/Ofsted/</a>  Link to latest Ofsted report: <a href="https://reports.ofsted.gov.uk/provider/21/136848">https://reports.ofsted.gov.uk/provider/21/136848</a> <a href="https://reports.ofsted.gov.uk/provider/49/RP534892">https://reports.ofsted.gov.uk/provider/49/RP534892</a>	Information freely available on website
Performance management policy and procedures adopted by the governing body.	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Safeguarding and child protection policies	On the school website – <a href="https://www.brooksideacademy.co.uk/Policies-27062018145046/">https://www.brooksideacademy.co.uk/Policies-27062018145046/</a>	Information freely available on website

# Freedom of Information

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### How we make decisions

Current and previous three years as a minimum.

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	On the school website – <a href="https://www.brooksideacademy.co.uk/Admissions/">https://www.brooksideacademy.co.uk/Admissions/</a>	Information freely available on website
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	On the school website – <a href="https://www.brooksideacademy.co.uk/Board-of-Governors/">https://www.brooksideacademy.co.uk/Board-of-Governors/</a> For further information contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	Information freely available on website  POA

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### Our policies and procedures

Current information only.

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	On the school website – <a href="https://www.brooksideacademy.co.uk/Policies-27062018145046/">https://www.brooksideacademy.co.uk/Policies-27062018145046/</a>	Information freely available on website
Records management and personal data policies, including: <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>	On the school website – <a href="https://www.brooksideacademy.co.uk/Policies-27062018145046/">https://www.brooksideacademy.co.uk/Policies-27062018145046</a>	Information freely available on website
Equality and diversity policies	On the school website – <a href="https://www.brooksideacademy.co.uk/Policies-27062018145046/">https://www.brooksideacademy.co.uk/Policies-27062018145046</a>	Information freely available on website
Policies and procedures for the recruitment of staff	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Charging regimes and policies. 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.	On the school website – <a href="https://www.brooksideacademy.co.uk/Policies-27062018145046/">https://www.brooksideacademy.co.uk/Policies-27062018145046</a>	Information freely available on website

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### Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Curriculum circulars and statutory instruments	On the school website – <a href="https://www.brooksideacademy.co.uk/Curriculum/">https://www.brooksideacademy.co.uk/Curriculum/</a> or Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	Information freely available on website or POA
Disclosure logs	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Asset register	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA
Any information the school is currently legally required to hold in publicly available registers	Contact the school office 01458-443340 or enquire via the school email address – <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a>	POA

# Freedom of Information

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### The services we offer

Current information only

<b>Information to be published.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	On the school website – <a href="https://www.brooksideacademy.co.uk/Parents/Music-Lessons/">https://www.brooksideacademy.co.uk/Parents/Music-Lessons/</a>	Information freely available on website
Out of school clubs	On the school website – <a href="https://www.brooksideacademy.co.uk/Extended-Schools/">https://www.brooksideacademy.co.uk/Extended-Schools/</a>	Information freely available on website
Services for which the school is entitled to recover a fee, together with those fees	On the school website – <a href="https://www.brooksideacademy.co.uk/Policies-27062018145046">https://www.brooksideacademy.co.uk/Policies-27062018145046</a> Charging and Remissions Policy.	Information freely available on website
School publications, leaflets, books and newsletters	On the school website – <a href="https://www.brooksideacademy.co.uk/News/Newsletters/">https://www.brooksideacademy.co.uk/News/Newsletters/</a>	Information freely available on website

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## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost plus admin time.
	Photocopying/printing @ 2p per sheet (colour)	Actual cost plus admin time.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		