

Freedom of Information

Guide to information available from the HUET (including all associated academies) under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the school	Website	No charge
Who's who on the governing body / board of governors and the basis of their appointment	Website	No charge
Instrument of Government / Articles of Association	Website	No charge

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Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Academy Schools' Websites	No charge
School prospectus (if any)	Academy Schools' Websites / Hardcopy	No charge
Annual Report (if any)	Website	No charge
Staffing structure	Academy Schools' Websites/Prospectus	No charge
School session times and term dates	Academy Schools' Websites	No charge
Address of school and contact details, including email address.	Academy Schools' Websites	No charge

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<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>		
Annual budget plan and financial statements	HUET Website/ Academy Schools' Websites	No charge
Capital funding	Academy Schools' Websites	No charge
Financial audit reports	Academy Schools' Websites	No charge
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Request made to individual academies/ headteacher.	No charge

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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).	Request made to individual academies/ headteacher.	There may be a nominal charge for some requests due to time require to compile this information.
Pay policy	Request made to HUET company secretary.	There may be a nominal charge for some requests due to time require to compile this information.
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership	Request made to HUET CEO.	No charge

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Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
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.	Request made to HUET CEO.	No charge
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Request made to HUET company secretary.	No charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

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<p>School profile</p> <p>And in all cases:</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>Academy Schools' Websites and/or Request made to individual academies/ headteacher.</p>	<p>No charge</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Request made to HUET CEO.</p>	<p>No charge</p>

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Performance data or a direct link to it	Academy Schools' Websites	No charge
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Request made to HUET CEO.	No charge
Safeguarding and child protection	HUET Website	No charge
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Admissions policy/decisions (not individual admission decisions) – where applicable	Academy Schools' Websites	No charge
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).	Request made to HUET company secretary.	No charge

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</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) 	Academy Schools' Websites	No charge
<p>Charging regimes and policies.</p>	Academy Schools' Websites	No charge
<p>Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).</p>	Some information may only be available by inspection.	No charge

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Curriculum circulars and statutory instruments	Academy Schools' Websites	No charge
Disclosure logs	Request made to academy headteachers.	No charge
Asset register	Request made to academy headteachers.	No charge
Any information the school is currently legally required to hold in publicly available registers	Request made to academy headteachers.	No charge
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Academy Schools' Websites	No charge
Out of school clubs	Academy Schools'	No charge

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	Websites	
Services for which the school is entitled to recover a fee, together with those fees	Academy Schools' Websites	No charge
School publications, leaflets, books and newsletters	Website and/or hardcopy	No charge
Additional Information		
If the information you are requesting is not included in the above please contact the individual academy headteacher directly.		

SCHEDULE OF CHARGES

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At this time the HUET (and all associated academies) does not charge for requested information. However, it reserves the right to examine requests that would be of a significant cost - both in terms of time and monetary value - and determine a fee based on these factors.