



WYMONDHAM HIGH ACADEMY TRUST

Principal: Mr Jonathan Rockey
 Folly Road, Wymondham, Norfolk, NR1 0QT
 (t): 01953 602078 (f): 605518

Freedom of Information – Publication Scheme A guide to information available from Wymondham High Academy Trust

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only	Hard copy and/ or website	
Academy Funding Agreement Articles of Association	Hard copy and/ or website	10p a sheet
School staff and structure – names of key personnel	Hard copy	10p a sheet
Governing body – names and contact details of the governors and the basis of their appointment	Hard copy and/ or website	10p a sheet
School session times, term dates and holidays	Hard copy and/ or website	10p a sheet
Location and contact information – address, telephone number and website	Wymondham High Academy Folly Road Wymondham Norfolk, NR18 0QT Tel: 01953 602078 Web: wymondhamhigh.co.uk	
Contact details for the Principal and the	Mrs Jemma Sharp, Principal's PA As above	

Information to be published	How the information can be obtained	Charge
Governing Body	Mr Christopher Perry-Yates, Clerk to the Governors Tel: 07773968427 E-Mail: christopher@perry-yates.co.uk	
School Prospectus	Hard copy and/ or website	Free
School Session times and term dates	Hard copy and/ or website	10p a sheet
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).	Hard copy and/ or website	
Annual Report & Financial Statement Audit Management Letter	Hard copy on application to the Clerk to the Governors Website	10p a sheet
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.	Hard copy on application to the Clerk to the Governors	10p a sheet
Additional funding – Income generation schemes and other sources of funding.	Hard copy on application to the Clerk to the Governors	10p a sheet
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard copy on application to the Clerk to the Governors	10p a sheet

Information to be published	How the information can be obtained	Charge
Staffing and grading structure	Hard copy on application to the Clerk to the Governors	10p a sheet
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Hard copy on application to the Clerk to the Governors Website	10p a sheet
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Hard copy on application to the Clerk to the Governors Website	10p a sheet
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information should be published.	Hard copy and/ or website	
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 	Hard copy on application to the Clerk to the Governors Hard copy and/ or website	10p a sheet 10p a sheet
Performance management information	Hard copy on application to the Clerk to the Governors	10p a sheet
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Hard copy on application to the Clerk to the Governors	10p a sheet
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Hard copy on application to the Clerk to the Governors Website	10p a sheet
How we make decisions (Decision making processes and records of decisions). Current and previous three years as a minimum	Hard copy and/ or website	

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Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Hard copy on application to the Clerk to the Governors Website	10p a sheet
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Hard copy on application to the Clerk to the Governors Website	10p a sheet
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p>	Hard copy and/ or website	
<p>School policies including:</p> <ul style="list-style-type: none"> • Allegations of Abuse against Staff • Business Continuity Plan • Complaints procedure • Continuous Service • Critical Incidents Red Book/Green Book • Environment • Discipline and grievance policies • Governor Visits • Health and Safety and risk assessment • HR Policies and Procedures • Initial Teacher Training • NQT • Pay • Performance Management • Policies Statement 	Website or hard copy on application to the Clerk to the Governors	10p a sheet

Information to be published	How the information can be obtained	Charge
<ul style="list-style-type: none"> • Staff Probation • Sickness Absence • Staff Code of Conduct • Staff Leave of Absence • Staff Well Being • Teacher Appraisal and Capability 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Able, Gifted & Talented • Anti Bullying • Assemblies • Assessment & Marking • GCSE Controlled Assessment • Attendance • Behaviour • Bereavement & Loss • BTEC Qualification • Confidentiality • Curriculum • Dress Code • Drugs • Educational Visits • English as an Additional Language • Examinations Appeal • Examinations • Home-Academy Agreement 	<p>Website or hard copy on application to the Clerk to the Governors</p>	<p>10p a sheet</p>

Information to be published	How the information can be obtained	Charge
<ul style="list-style-type: none"> • Homework • International School • Internet Acceptable Use • Library • Literacy • Numeracy • Safeguarding and Child Protection • Sex education • Disability and Special Educational Needs • Target Setting 		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Anti-Corruption and Bribery • Bad Debt • Cash Investment • Data Protection • Finance Manual • Fraud • Governors' Allowances • Redundant Equipment • Retention of Records • Risk & Opportunity • Risk Management • Whistleblowing 	<p>Website or hard copy on application to the Clerk to the Governors</p>	<p>10p a sheet</p>
<p>Equality and diversity</p> <ul style="list-style-type: none"> • Accessibility • Disability Equality • Gender Equality • Race Equality • Single Equality Scheme 	<p>Website or hard copy on application to the Clerk to the Governors</p>	<p>10p a sheet</p>

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Policies and procedures for the recruitment of staff. <ul style="list-style-type: none"> Recruitment and Selection 	Website or hard copy on application to the Clerk to the Governors	10p a sheet
Charging regimes and policies <ul style="list-style-type: none"> Charging and remissions policy 	Website or hard copy on application to the Clerk to the Governors	10p a sheet
Lists and Registers Currently maintained lists and registers only.	Hard copy and/ or website; some information may only be available for inspection.	
Curriculum circulars and statutory instruments	Hard copy on application to the Clerk to the Governors	10p a sheet
Disclosure logs	Hard copy on application to the Clerk to the Governors	10p a sheet
Asset register	Hard copy on application to the Clerk to the Governors	10p a sheet
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy on application to the Clerk to the Governors	10p a sheet
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.	Hard copy and/ or website; some information may only be available for inspection.	
Extra-curricular activities	Website or hard copy on application to the Clerk to the Governors	10p a sheet
Out of school clubs	Website or hard copy on application to the Clerk to the Governors	10p a sheet
School publications	Website or hard copy on application to the Clerk to the Governors	10p a sheet
Services for which the Academy is entitled to recover a fee, together with those fees	Hard copy on application to the Clerk to the Governors	10p a sheet
Leaflets, booklets and newsletters	Website or hard copy on application to the Clerk to the Governors	10p a sheet

REVIEW

This policy is to be updated by the clerk and reviewed by the Governors' Resources Committee every three years.

Confirmed by: **The Governing Body of Wymondham High Academy**

Chair: Dated: January 2017

Resources **Committee**