



Publication scheme on information available under the Freedom of Information Act 2000

Review by Trustees: Dec 2019

Next Full Review Due: Dec 2022

Reviewer: EB (SCITT Director)

Huddersfield Horizon SCITT

Publication scheme on information available under the Freedom of Information Act 2000

Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including Academies, should be clear and proactive about the information they make public.

To do this we must produce a publication scheme, setting out:

- The classes of Information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aims and Objectives

The aim is to:

- enable every to fulfil their learning potential, with education that meets the needs of each student,
- help every student develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the near future. This is split into categories of information known as 'classes'. These are contained in this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

Handbook – information published in the Handbook

Governors Body and Trustee Documents – Information published in Governing Body documents

Students and curriculum – Information about policies that relate to students and the school curriculum

School policies and other information related to the academy – Information about policies that relate to the Academy in general.

How to request Information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: emilybeach@huddesfieldhorizon.com

Contact Address: Huddersfield Horizon SCITT, 87 Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.

To help us process your request quickly, please clearly mark any correspondence

“PUBLICATION SCHEME REQUEST”

If the information you're looking for isn't available via the scheme, you can still contact the Academy to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ in the description box.

Governing Body and Trustee Documents – The information below is available from our website: <http://www.southpennineacademies.org>

Class	Description
Governing Body and Trustee Information	<ul style="list-style-type: none">• Annual Reports & Accounts MEMAT Audit Completion Report• MEMAT Annual Reports and Financial Statements• Memorandum and Articles of Association• Funding Agreements• Published policies• Information on Trust Trustees• Information on Trust Members• Information on Company Secretary• Minutes of meetings