

# Old Clee Primary Academy

*'Inspired to Believe, Learning to Succeed'*

## Freedom of Information



**Approved by:** Full Governing Board **Date:** 16<sup>th</sup> March 2026

**Last reviewed on:** 27<sup>th</sup> March 2025

**Next review due by:** Spring Term 2027

# Old Clee Primary Academy – FOI Publication Scheme

## Charges

In most cases, information may be downloaded from the academy website or other publicly accessible websites free of charge.

Should an enquirer require a hard copy or in the case of the information not being obtainable through the academy website, the academy reserves the right to charge for actual disbursements incurred such as:

- Photocopying – at 10p per sheet of A4 paper
- Postage and packaging – at the actual cost to the Academy
- Any other costs directly incurred as a result of the information request – **at the actual cost to the academy**

1. Who we are and what we do?	
Information to be published	How the information can be obtained
Location and contact information of the Academy	Academy website
Memorandum and Articles of Association	Academy website
Academy Funding Agreement	DfE Website
Board of Governors – Contact details and basis of appointment	Academy website
Contact details for Head teacher	Academy website
Academy staff and structure – names of key personnel	Academy website
The Academy’s admission arrangements	Academy website
Academy session times and term dates	Academy website
Register of governors’ business interests	Academy website

2. What we spend and how we spend it	
Information to be published	How the information can be obtained
Funding Allocation	DfE website
Financial Statements	Academy website
How the school use Pupil Premium Funding	Academy website
Annual audited accounts known as Annual Return	Academy website

Spend against CfR benchmark headings	DfE website
The company annual report	Academy website
The policy on payment to Governors/Directors	Academy website
Staff Pay Policy	Hard Copy
Investment and Reserve Policy	Hard Copy
Conflict of Interest Policy	Hard Copy
Financial Procedures Policy	Hard Copy
Charging and remission policy	Academy website
Details of capital funding allocated to the Academy	Hard Copy

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

Information to be published	How the information can be obtained
Priorities for the current year	Academy website
School Management/Improvement Plan	Hard Copy
The last OFSTED report on the school	Academy website
Academy performance management policy	Hard Copy

### 4. How we make decisions

Information to be published	How the information can be obtained
Articles of Association	Academy website
Scheme of delegated authority	Academy website
Admissions Policy	Academy website
Suspension and Permanent Exclusion Policy	Academy website
SEND information and Policy	Academy website

Complaints procedures	Academy website
Serial and Unreasonable Complaints Policy	Academy website
Arrangements for appealing against decisions related to admissions	Academy website
Arrangements for appealing to decisions relating to exclusions	Academy website
Statement of Intent	Academy website

<b>5. Our policies and procedures</b>	
<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Record management and personal data policies</b>	
Data Protection Policy	Academy website
CCTV Policy	Academy website
Online Safety Policy	Academy website
Freedom of Information Policy	Academy website
Bring Your Own Device Policy	Hard copy
Records management (including retention) guidelines	Hard copy
<b>Equality and diversity</b>	
Safer Recruitment Policy	Academy website
Disability, Equality Scheme and Accessibility Policy	Academy website
<b>Staff Policies</b>	
Support Staff Performance, Appraisal and Capability	Hard copy
Health and Safety Policy	Hard copy
Risk Assessment Policy	Hard copy
Premises Management Policy	Hard copy

Staff Sickness and Absence Management Policy	Hard copy
Early Career Teacher (ECT) Policy	Hard copy
Teaching Staff Performance, Appraisal and Capability	Hard copy
Induction Policy	Hard copy
Grievance Policy	Hard copy
Food Safety Policy	Hard copy
Management of Stress Policy	Hard copy
Lockdown Procedures	Hard copy
Pay Policy	Hard copy
Manual Handling Policy	Hard copy
Family and Parental Leave Policy	Hard copy
Assaults on School Staff Policy	Hard copy
Lone Working Policy	Hard copy
Confidentiality Policy	Academy Website
Staff Dress Policy	Hard copy
Staff Handbook	Hard copy
Discipline Policy	Hard copy
School Educational Visits Policy	Hard copy
Staff Low Level Concerns Policy	Hard copy
Volunteer Policy	Hard copy
Assessment and Feedback Policy	Hard copy
Whistleblowing Policy	Academy website
Staff Code of Conduct Policy	Academy website

Flexible Working Policy	Hard copy
Staff Wellbeing Policy	Hard copy
Staff Leave of Absence Policy	Hard copy
Sexual harassment and harassment at work policy	Hard copy

<b>6. Our policies and procedures</b>	
<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Student/Parental and curriculum policies</b>	
Absconding Child Policy	Academy website
Anti-bullying Policy	Academy website
Wraparound Childcare Policy	Academy website
Asthma Policy	Academy website
Attendance Policy	Academy website
Behavior Policy	Academy website
Online Safety Policy	Academy website
Exclusions Policy	Academy website
EYFS Policy	Academy website
RSHE Policy	Academy website
Intimate Care Policy	Academy website
Handwriting Policy	Academy website
Remote Learning Policy	Academy website
Expected Behaviors Policy	Academy website
Managing Allegations Policy	Academy website

School Uniform Policy	Academy website
Social Media Code of Conduct	Academy website
Children's Mental Health & Emotional Wellbeing	Academy website
Supporting Pupils with Medical Conditions Policy	Academy website
Child on Child Abuse Policy	Academy website
P.D Policy	Academy website
Positive Handling & Physical Intervention Policy	Academy website
Photographic Images and Videos of Children	Academy website
Prevent Policy	Academy website
Transporting Pupils and Travelling to Work Policy	Academy website
Safeguarding and Child Protection Policy	Academy website
Curriculum	Academy website
First Aid Policy	Academy website
Severe Weather Policy	Academy website

## 7. Services we offer

Information to be published	How the information can be obtained
Breakfast Club/Afterschool Club	Academy website

## 8. Lists and registers

Information to be published	How the information can be obtained
Asset register	Hard copy
Any information the Academy is currently legally required to hold in publicly available registers	Hard Copy

9. Other information	
Information to be published	How the information can be obtained
Newsletters	Academy website/ParentPay website
Letters to parents	ParentPay/Academy website
Events diary and calendar	Academy website

### Ratification

**Date ratified by the Governing Board:** 28<sup>th</sup> March 2026

**Date of review:** 16<sup>th</sup> March 2026

**Next review date:** Spring 2026

**Signed by Chair of Governors:** Mr R Claridge

**Date:** 28<sup>th</sup> March 2026