



**GEORGE
DIXON
ACADEMY**

Freedom of Information Publication Scheme

Date Created:	May 2014 and Rewritten May 2022
Last Review:	May 2026
Reviewed By:	Timothy Lewis, Finance Director
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Approved By:	Academy Trust Board
Next Review:	May 2028

George Dixon Academy Freedom of Information Publication Scheme

1. Introduction: what a publication scheme is and why it has been developed

The publication scheme commits the Academy Trust to proactively make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Academy Trust.

The Academy Trust is responsible for maintenance of this scheme. The scheme commits the Academy Trust to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy Trust and falls within the classifications below.
- specify the information which is held by the Academy Trust and falls within the classifications below.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the Academy Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public

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 all maintained schools, should be clear and proactive about the information they will make public.

To do this we have 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.

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

2. Legal Framework

This scheme is published in accordance with Section 19 of the Freedom of Information Act 2000 and follows the ICO Model Publication Scheme for Schools. It also takes account of the Environmental Information Regulations 2004 and the Data Protection Act 2018 / UK GDPR

3. Classes of Information

1) Who we are and what we do

Organisational information, locations and contracts, constitutional and legal governance

2) What we spend and how we spend it

..... Financial information relating to the projected and actual income and expenditure,
..... tendering, procurements and contracts

3) What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

4) How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5) Our Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

6) Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Academy.

7) The Services we Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.

The ICO would expect schools to make the information in this document available unless:

- we do not hold the information
- the information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions or its release is prohibited under another statute;
- the information is archive, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

4. The method by which information published under this scheme will be available.

The Academy Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will be provided on our website. Where it is impractical to make information available on the website or where the individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation to provide information in other forms or formats will be adhered to when providing information in accordance with this scheme.

Information will be made available in accessible formats on request, including large print and alternative formats, in compliance with the Equality Act 2010 and accessibility standards.

5. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum and inconvenience to the public. Charges made by the Academy Trust for routinely published material will be justified and transparent and kept to a minimum

Material which is published and accessed from the website will be provided free of charge

Charges made may be made for information subject to a charging regime specified by Parliament

Charges will only apply in line with FOIA cost limits and disbursement rules

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The cost directly incurred as a result of viewing the information

Charges may also be made for information provided under this scheme where they are legally authorized, they are in all the circumstances, including the general principles of the right of access to information held by the public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

There will be no charge for inspection of information on site

6. **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

The Academy Trust will respond to requests within 20 working days in accordance with the FOIA

Applicants have the right to request an internal review if dissatisfied.

7. **Contact Details**

If you require a paper version of any of the documents within the scheme or want to ask whether information is available please contact the school by telephone, email or letter. Contact details are set out below or you can visit our website at www.georgedixonacademy.com

Email: t.lewis@georgedixonacademy.com

Tel: **0121 566 6565**

Fax: **0121 523 6566**

Contact Address: **George Dixon Academy, Portland Road, Birmingham B16 9GD**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

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

8. **Classes of Information Currently Published**

Some information might be confidential or otherwise exempt from publication by law - we cannot therefore publish such information.

Who we are and what we do:(organisational information, structures, locations and contacts)		
Academy Prospectus	George Dixon Academy Website	No Charge

Term Dates and Holidays	George Dixon Academy Website	No Charge
The Academy Day	George Dixon Academy Website	No Charge
Academy staff structure	George Dixon Academy Website	No Charge
Location and contact information	George Dixon Academy Website	No Charge
The Governors/ The Trustees Articles of Association	George Dixon Academy Website OR Gov.UK Website Get Information about Schools https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/138695#school-governance	No Charge
Funding Agreement	Gov.UK Website – Find and Compare Schools in England https://www.compare-school-performance.service.gov.uk/school/138695?tab=workforce-and-finance Available in paper copy	No Charge Schedule of charges
Exam results	George Dixon Academy Website	No Charge

What we spend and how we spend it: (Financial information relating to projected and actual income and expenditure, contracts and financial audit)		
Trust Budget - Budget Funding Statements Distributed by DfE	Available in paper copy/email	No Charge
Financial Statements (Accounts that have been filed with Companies House)	George Dixon Academy Website	No Charge
Procurements & Contracts – Details of procedures used for the acquisition of services Procurement & Tendering Policy Details of contracts that have gone through a formal tendering process	Available in paper copy/email	Schedule of charges
Capital Funding – Details of capital funding allocated to the Academy along with information on related building projects and other capital projects	Available in paper copy/email	Schedule of charges
Staffing and grading Structure	Available in paper copy/email	Schedule of charges

Teachers Pay Policy	Available in paper copy/email	Schedule of charges
Trustee Allowances – Details of allowances and expenses that can be claimed or incurred	Available in paper copy/email	Schedule of charges

What are our priorities and how are we doing:(Strategies and plans, indicators, audits, inspections and reviews)		
Latest Ofsted Report and Government supplied performance data	George Dixon Academy Website	No Charge
Future Plans – any major proposals on safeguarding and promoting the welfare of children	Available in paper copy/email	Schedule of charges
Child protection -policies and procedures on safeguarding and promoting the welfare of children	George Dixon Academy Website	No Charge

How we make decisions (Decision making processes and records of decisions)		
Admissions policy – arrangements and procedures and right of appeal	George Dixon Academy Website	No Charge
Agendas Minutes, Papers of Academy Trust Board Meetings and committees – information that is properly considered private will be excluded	Available in paper copy/email	Schedule of charges

Our other policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities including:)		
Accessibility Plan	George Dixon Academy Website	No Charge
Anti-bullying	George Dixon Academy Website	No Charge
Behaviour Policy	George Dixon Academy Website	No Charge
Careers Information	George Dixon Academy Website	No Charge
Charging and Remissions Policy	George Dixon Academy Website	No Charge
Complaints Policy & Procedures	George Dixon Academy Website	No Charge
Confiscation Policy	George Dixon Academy Website	No Charge

Data Protection Related	George Dixon Academy Website	No Charge
Equality & Diversity Policy	George Dixon Academy Website	No Charge
Freedom of Information	George Dixon Academy Website	No Charge
Health & Safety Policy	George Dixon Academy Website	No Charge
Numeracy Policy	George Dixon Academy Website	No Charge
Pupil Premium Policy and related information	George Dixon Academy Website	No Charge
No Platform for Extremism Policy	George Dixon Academy Website	No Charge
Records Management Policy	Available in paper copy/ Email	No Charge
Safeguarding Policy	George Dixon Academy Website	No Charge
Recruitment & Selection Policy	Available in paper copy/email	No Charge
Special Educational Needs and Disability Policy	George Dixon Academy Website	No Charge
Sex and Relationships Policy	George Dixon Academy Website	No Charge
Whistleblowing Policy	George Dixon Academy Website	No Charge

Lists and registers:		
Any information the Academy is currently required to hold in publicly available registers (This does not include attendance registers)	Available in paper copy/ Email	Schedule of charges
Disclosure Logs – Logs of information provided in response to requests.	Available in paper copy/ Email	Schedule of charges
Asset Register	Available in paper copy/ Email	Schedule of charges
Curriculum circulars and statutory instruments	Available in paper copy/ Email	Schedule of charges
Business Interest Register	George Dixon Academy Website	No Charge

The services we offer:		
Extra- Activities Curricular	George Dixon Academy Website	No Charge
Out of School Clubs	George Dixon Academy Website	No Charge
Community use	Available in paper copy	Schedule of charges
Academy Newsletter	George Dixon Academy Website	No Charge

Schedule of charges:	
Disbursement cost (Based on actual cost to Academy)	5p per copy black and white 10 p per copy colour Postage Cost
Statutory Fee	In accordance with relevant legislation

9. Feedback and Complaints

We welcome feedback, comments, and suggestions regarding this Publication Scheme, as part of our commitment to transparency and continuous improvement.

If you require further assistance, wish to comment on the scheme, or believe that information has not been provided appropriately, you should initially raise the matter with the Academy. All concerns will be acknowledged and handled promptly, fairly, and in line with the Academy's complaints procedures.

Where a requester is dissatisfied with the Academy's response to a Freedom of Information matter, they are entitled to request an internal review. This review will be conducted by a senior member of staff not involved in the original response, to ensure independence and objectivity. The Academy will aim to complete internal reviews within a reasonable timeframe and will communicate the outcome clearly to the requester.

If, following the internal review, the requester remains dissatisfied, they have the right to escalate the matter to the Information Commissioner's Office (ICO), the independent authority responsible for ensuring compliance with the Freedom of Information Act 2000.

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

or

Enquiry/Information Line: 0303 123 1113

Website : www.ico.org.uk

10. Monitoring and Review

The Publication Scheme will be reviewed every two years.