



Nottingham University Academy of Science and Technology

Freedom of Information Publication Scheme

Responsible officer: Principal

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NOTTINGHAM UNIVERSITY ACADEMY OF SCIENCE AND TECHNOLOGY

Freedom of Information Publication Scheme

1. Introduction

- 1.1 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 and academies, should be clear and proactive about the information they will make public.
- 1.2 To achieve this aim this publication scheme sets out:
 - a. The classes of information which Nottingham University Academy of Science and Technology (NUAST) will publish or intends to publish
 - b. The manner in which the information will be published
 - c. Whether the information is available free of charge or on payment.
- 1.3 **The scheme covers information already published and information which is to be published in the future.**
- 1.4 Some information which NUAST holds may not be made public, for example personal information.
- 1.5 This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.
- 1.6 Anyone can make a request in writing for recorded information held by or on behalf of the Academy, and the Academy must comply promptly, and in any case **within 20 term-time days**. Unless subject to one of the 23 exemptions described by the Act, the information must be supplied.

2. Aims and Objectives

- 2.1 NUAST aims to:
 - a. Make the highest quality provision and deliver the best possible outcomes for all their learners, where standards consistently surpass expectations measured against national benchmarks
 - b. Enshrine a culture of excellence, aspiration and success
 - c. Drive ambition through a commitment to rigorous and robust systems of continuous improvement and to supporting and challenging learners and staff
 - d. Meet all the educational needs of young people by personalising their learning, guidance and care.

2.2 This Publication Scheme is a means of showing how NUAAT is pursuing these aims.

3. Categories of information published

3.1 The publication scheme guides you to information which NUAAT currently publishes (or has recently published) or which it may publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

3.2 The classes of information that NUAAT undertakes to make available are organised into six broad topic areas (see Section 6):

- a. **Who NUAAT is and what it does** – organisational information, locations and contacts, constitutional and legal governance
- b. **What NUAAT spends and how it will spend it** – financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- c. **What the priorities of NUAAT are and how it is doing** – strategy and performance information, plans, assessments, inspections and reviews
- d. **How NUAAT makes decisions** – policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- e. **NUAAT policies and procedures** – current written protocols for delivering its functions and responsibilities.
- f. **Lists and Registers** – information held in registers required by law and other lists and registers relating to the functions of NUAAT
- g. **The services the Trust offers** – information about the services NUAAT provides including leaflets, guidance and newsletters.

3.3 The classes of information NUAAT will not generally include:

- a. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- b. Information in draft form
- c. Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

4. How to request information

- 4.1 Where possible, information will be provided on NUASt's website. Where this is impractical, or when an individual does not wish to access the information by the website, a paper version of any of the documents within the scheme is available by contacting NUASt by telephone, email or letter:

Telephone: 0115 859 2040

Email: enquiries@nuast.org.uk

Address: 93 Abbey Street, Nottingham, NG7 2PL

- 4.2 To help NUASt to process your request quickly, please clearly mark any correspondence "**FREEDOM OF INFORMATION REQUEST**" (in CAPITALS).
- 4.3 Information 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.
- 4.4 Information will be provided in the language in which it is held or in such other language that is legally required. NUASt will translate any information it is legally required to translate. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

5. Paying for information

- 5.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges that may be made by NUASt for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on NUASt's website will be provided free of charge.
- 5.3 Charges may be made for actual costs incurred such as:
- a. Photocopying
 - b. Postage and packaging
 - c. The costs directly incurred as a result of viewing information.
- 5.4 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to the provision of the information.

6. Classes of Information Currently Published

Information to be published	How the information can be obtained	Charge
Who NUASt is and what it does This will be current information only		
Academy Funding Agreements (link to document on the Department for Education (DfE) website)	DfE website	No
Academy Orders (if applicable)	Hardcopy	Advised on request
Academy staffing structures – names of key personnel	Website	No
Directors– names and contact details and basis of appointments	Website	No
Academy session times, term dates and holidays	Website	No
Location and contact information – address, telephone number and website	Website	No
Contact details for Principal, Vice Principal	Website	No
Academy prospectus	Website/Hardcopy	No
Academy GCSE results – link to DfE website	DfE website	No
What NUASt spends and how it will 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		
Annual budget plan and financial statements	Website	No
Capital funding – details of capital funding allocated to academies along with information on related building projects and other capital projects	Hardcopy	Advised on request
Additional funding – income generation schemes and other sources of funding	Hardcopy	Advised on request
Procurement and contracts – details of procedures used for the acquisition of goods and services and contracts that have gone through a formal tendering process	Hardcopy	Advised on request
Staffing and grading structure	Hardcopy	Advised on request
Pay policy	Hardcopy	Advised on request
Governors' allowances – details of allowances and expenses that can be claimed or incurred	Hardcopy	Advised on request

What NUAST's priorities are and how it is doing		
Academy profiles <ul style="list-style-type: none"> • Government supplied performance data • Ofsted reports – summary and full report 	DfE and Ofsted websites	No
Appraisal policy	Hardcopy	Advised on request
Future plans – any major proposals on safeguarding and promoting the welfare of children	Hardcopy	Advised on request
Safeguarding – policies and procedures on safeguarding and promoting the welfare of children	Website	No
How NUAST makes decisions (current and previous three years as a minimum)		
Admissions policy – arrangement and procedures and right of appeal – information on application and numbers and number of successful applicants by each oversubscription criteria	Website	No
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded	Hardcopy	Advised on request
The Trust's policies and procedures (current information only)		
	Website	No
Academically More Able Policy		
Accessibility Plan		
Admission Policy		
Alcohol, Smoking and Drugs Policy		
Anti-bullying Policy		
Appraisal Policy		
Assessment and Reporting Policy		
Attendance Policy		
CCTV Code of Practice		
Charging and Remissions Policy		
Commissioning Arrangements Policy		
Complaints Procedure		
Curriculum Policy		
Data Protection Policy		
Disciplinary, Grievance, Capability and Appeals Policy		
E-safety Policy		
Educational Visits Health & Safety Policy		
Electronic Communications Policy		
Emergency Planning & Business Continuity Policy		
Equality Policy		
Examinations Policy		

Exclusions Policy	Website	No
First Aid Policy		
FoI Publication Scheme		
Gifts & Hospitality Policy		
Health and Safety Policy		
Holiday and Working Hours Policy		
Home-NUAST Agreement		
Looked After Children Policy		
Managing Allegations of Child Abuse against teachers and other employees		
Pay Policy		
Preventing and Tackling Extremism Policy		
Probationary and Induction Policy		
Professional Standards for Staff Policy		
RE and Collective Worship Policy		
Recruitment, Selection & Safer Recruitment Policy		
Redundancy and Restructuring Policy		
SEN/Individual Needs Policy		
Safeguarding and Child Protection Policy		
Sex and Relationships Education Policy		
Student Behaviour Policy		
Supporting Students with Medical Conditions Policy		
Teaching and Learning Policy		
Whistleblowing (Public Interest Disclosure) policy		
Lists and Registers (currently maintained lists and registers only)		
Curriculum circulars and statutory instruments	Hardcopy	Advised on request
Disclosure logs	Hardcopy	Advised on request
Asset register	Hardcopy	Advised on request
The Services the Trust Offers (current information only)		
Extra-curricular activities	Website	No
Out of School Clubs	Website	No
School Publications	Website	No

7. Feedback and complaints

- 7.1 The Trust welcomes any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Principal at NUASt. If you are sending an email, please write “**FREEDOM OF INFORMATION SCHEME REQUEST**” in CAPITALS in the subject box.
- 7.2 If you are not satisfied with the assistance that you get or if NUASt has not been able to resolve your complaint through its Complaints Procedure process and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner’s Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or Enquiry Line: 01625 545 700
E Mail: publications@ic-foi.demon.co.uk.
Website :www.informationcommissioner.gov.uk