

## Freedom of Information

The Freedom of Information Act 2000 requires all public authorities (including schools) to adopt and maintain a publication scheme. The Aspire Schools Trust has adopted, without modification, the ICO Model Publication Scheme. Please [click here](#) to download the Model Publication Scheme from the ICO website.

## Guide to Information

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b>		
Who's Who in the School, including structure	Website: <a href="http://www.swracademy.net/information/staff/">http://www.swracademy.net/information/staff/</a> Hard copy: available on request – contact school	Website: Free  Hard Copy: See page 5 for pricing
Who's who on the governing body / board of governors and the basis of their appointment	Website: <a href="http://www.swracademy.net/information/governors/">http://www.swracademy.net/information/governors/</a>  Website: <a href="https://www.aspireschoolstrust.org/members-trustees/">https://www.aspireschoolstrust.org/members-trustees/</a> Hard copy: available on request – contact school	
Instrument of Government / Articles of Association	Website: <a href="http://www.swracademy.net/information/governors/">http://www.swracademy.net/information/governors/</a>  Website: <a href="https://www.aspireschoolstrust.org/governance/">https://www.aspireschoolstrust.org/governance/</a> Hard copy: available on request – contact school	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website: <a href="http://www.swracademy.net/contact-1/">http://www.swracademy.net/contact-1/</a> Hard copy: available on request – contact school	
School prospectus	Website: <a href="http://www.swracademy.net/parents/schoolprospectus/">http://www.swracademy.net/parents/schoolprospectus/</a> Hard copy: available on request – contact school	
An outline of the school Curriculum	Website: <a href="http://www.swracademy.net/curriculum/curriculum-map/">http://www.swracademy.net/curriculum/curriculum-map/</a> Hard copy: available on request – contact school	
School session times and term dates	Website: <a href="http://www.swracademy.net/">http://www.swracademy.net/</a> Hard copy: available on request – contact school	

Address of school and contact details, including email address	Website: <a href="http://www.swracademy.net/contact-1/">http://www.swracademy.net/contact-1/</a> Hard copy: available on request – contact school	
<b>Class 2 – What we spend and how we spend it</b>		
Financial Annual Report and Financial Statements (Final Accounts)	Website: <a href="https://www.aspireschoolstrust.org/governance/">https://www.aspireschoolstrust.org/governance/</a> Hard copy: available on request – contact school	Website: Free  Hard Copy: See page 5 for pricing
Pay policy	Hard copy: available on request – contact school	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy: available on request – contact school	
Staffing, pay and grading structure.	Hard copy: available on request – contact school	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available on request – contact school	
<b>Class 3 – What are our priorities and how are we doing</b>		
The latest Ofsted report	Website: <a href="https://reports.ofsted.gov.uk/provider/23/138839">https://reports.ofsted.gov.uk/provider/23/138839</a> Hard copy: available on request – contact school	
Performance management policy and procedures adopted by the governing body.	Hard copy: available on request – contact school	
Performance data	Website: <a href="http://www.swracademy.net/information/exam-performance/">http://www.swracademy.net/information/exam-performance/</a>  Website: <a href="https://www.compare-school-performance.service.gov.uk/school/138839/sir-william-robertson-academy%2c-welbourn/secondary">https://www.compare-school-performance.service.gov.uk/school/138839/sir-william-robertson-academy%2c-welbourn/secondary</a>  Website: <a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a> Hard copy: available on request – contact school	
Future Plans (located in the Financial Annual Report and Financial Statements(Final Accounts))	Website: <a href="https://www.aspireschoolstrust.org/governance/">https://www.aspireschoolstrust.org/governance/</a> Hard copy: available on request – contact school	
Safeguarding and child protection	Website: <a href="http://www.swracademy.net/parents/safeguarding/">http://www.swracademy.net/parents/safeguarding/</a> Hard copy: available on request – contact school	

<b>Class 4 – How we make decisions</b>		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website: <a href="http://www.swracademy.net/information/admissions/">http://www.swracademy.net/information/admissions/</a> Website: <a href="https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/">https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/</a>  Hard copy: available on request – contact school	Website: Free  Hard Copy: See page 5 for pricing
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy: available on request – contact school	
<b>Class 5 – Our policies and procedures</b>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy: available on request – contact school	Website: Free  Hard Copy: See page 5 for pricing
Behaviour Policy	Website: <a href="http://www.swracademy.net/information/policies/">http://www.swracademy.net/information/policies/</a>  Hard copy: available on request – contact school	
Capability Policy	Hard copy: available on request – contact school	
Careers Programme Information	Website: <a href="http://www.swracademy.net/parents/careers/">http://www.swracademy.net/parents/careers/</a>  Hard copy: available on request – contact school	
Charging and Remission Policy	Website: <a href="http://www.swracademy.net/information/policies/">http://www.swracademy.net/information/policies/</a>  Hard copy: available on request – contact school	
Complaints	Website: <a href="http://www.swracademy.net/information/policies/">http://www.swracademy.net/information/policies/</a>  Hard copy: available on request – contact school	
Equality Objectives	Website: <a href="http://www.swracademy.net/information/policies/public-sector-equality-duty/">http://www.swracademy.net/information/policies/public-sector-equality-duty/</a>  Hard copy: available on request – contact school	
First Aid	Hard copy: available on request – contact school	
Health & Safety	Hard copy: available on request – contact school	

Premises Management Policies	Hard copy: available on request – contact school	
Protection of Children’s Biometric Information	Hard copy: available on request – contact school	
Pupil Premium	Website: <a href="http://www.swracademy.net/information/pupil-premium/">http://www.swracademy.net/information/pupil-premium/</a>  Hard copy: available on request – contact school	
Special Educational Needs and Disabilities (SEND), including Accessibility plan	Website: <a href="http://www.swracademy.net/curriculum/learning-support/">http://www.swracademy.net/curriculum/learning-support/</a>  Website: <a href="http://www.swracademy.net/information/policies/">http://www.swracademy.net/information/policies/</a>  Hard copy: available on request – contact school	
Staff Discipline, Conduct & Grievance	Hard copy: available on request – contact school	
<b>Class 6 – Lists and Registers</b>		
Any information the school is currently legally required to hold in publicly available registers	Inspection Only – Contact School	
<b>Class 7 – The services we offer</b>		
Extra-curricular activities	Website: <a href="http://www.swracademy.net/">http://www.swracademy.net/</a>  Hard copy: available on request – contact school	Website: Free  Hard Copy: See page 5 for pricing
School publications, leaflets, books and newsletters	Website: <a href="http://www.swracademy.net/">http://www.swracademy.net/</a>  Hard copy: available on request – contact school	

**Schedule of Charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 4p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)	