

Together we make a difference



St Michael's Academy

Grass Royal Yeovil Somerset BA21 4JW

(Access to site off St Michael's Avenue)

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Office Email: sch.434@educ.somerset.gov.uk

Website: www.stmichaelsacademy.co.uk



Principal: Judith Barrett
Vice Principal: Caroline Lancey

Chair of Governors: Nick Swain
Business Manager: Alison Draper

Freedom of Information Publication Scheme for St. Michael's Academy

Contact

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Who We Are and What We Do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Prospectus and Website	None
Instrument of Government	Prospectus and Website	None
Contact details for the key personnel including Head teacher and for the governing body, via the school	Website	None
School prospectus	Website and school office	None
Annual Report	Website	None
Staffing structure	Website	
School session times and term dates	Prospectus and Website	None
Address of school and contact details, including email address.	Prospectus and Website	None

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What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy on request	£1.50 approx
Capital funding	Hard copy on request	£1 approx
Financial audit reports	Hard copy on request	£1.50 approx
Details of expenditure items over £2000	Hard copy on request	£1 approx
Procurement and contracts the school has entered into	Hard copy on request	£1.50 approx
Pay policy	Website	None
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy on request	£1.50 approx
Staffing, pay and grading structure	Website	None
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors	Website	None

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What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <input type="checkbox"/> Performance data supplied by the government, or a direct link to the data <input type="checkbox"/> The latest Ofsted - Summary - Full report <input type="checkbox"/> Post-inspection action plan	Website	None
Performance management policy and procedures adopted by the governing body	Hard copy on request	70p approx
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy on request	£1.50 approx
Safeguarding and child protection	Hard copy on request	70p approx

How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions	Hard copy on request	£1 approx
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 on request	None

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Our policies and procedures

Information to be published.	How the information can be obtained	Cost
<p>School policies including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Health and Safety <input checked="" type="checkbox"/> Complaints procedure <input checked="" type="checkbox"/> Staff conduct policy <input checked="" type="checkbox"/> Discipline and grievance policies <input checked="" type="checkbox"/> Staffing structure implementation plan <input checked="" type="checkbox"/> Information request handling policy <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship <input checked="" type="checkbox"/> Pupil discipline 	<p>Website</p> <p>Website</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Hard copy on request</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>None</p> <p>None</p> <p>70p</p> <p>70p</p> <p>£1</p> <p>70p</p> <p>approx</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information security policies <input checked="" type="checkbox"/> Records retention, destruction and archive policies <input checked="" type="checkbox"/> Data protection (including information sharing policies) 	<p>Website</p>	<p>None</p>
<p>Equality and diversity policies</p>	<p>Website</p>	<p>None</p>
<p>Policies and procedures for the recruitment of staff</p>	<p>Website</p>	<p>None</p>
<p>Charging regimes and policies</p>	<p>Website</p>	<p>None</p>

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Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Meet with head teacher to discuss request and format of reply	See charges below
Disclosure logs	Meet with head teacher to discuss request and format of reply	See charges below
Asset register	Hard copy on request	
Any information the school is currently legally required to hold in publicly available registers	Meet with head teacher to discuss request and format of reply	See charges below

The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Via letters and website	None
Out of school clubs	Via letters and websites	None
Services for which the school is entitled to recover a fee, together with those fees	Website	None
School publications, leaflets, books and newsletters	Hard copy on request and website	None
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request	None

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SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @ 5p per sheet (black & white)	Actual Cost
	Photocopying @10p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 nd class