



Freedom of Information

Guide to information available from The Sheffield UTC Academy Trust under the model publication scheme

Information to be published	How the information can be obtained	
	Website	Hard Copy
Class 1 - Who we are and what we do		
Who's who in the Trust / UTCs	Yes	Yes
Who's who on the Trust Board / Governing body and the basis of their appointment	Yes	Yes
Instrument of Government / Articles of Association	Yes	Yes
Contact details for the Principal and for the Governing body, via the UTC.	Yes	Yes
UTC prospectus	Yes	Yes
Annual Report – included in annual financial report	Yes	Yes
Staffing structure	Yes - limited	Yes - full
UTC session times and term dates	Yes	Yes
Address of the UTC and contact details, including email address.	Yes	Yes
Class 2 – What we spend and how we spend it		
Financial statements	Yes	Yes
Financial audit reports	No	Yes

Pay policy	No	Yes
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	In financial statements on the web-site	Financial statements
Staffing, pay and grading structure.	No	Yes
Trustee / Governors' allowances that can be incurred or claimed, and a record of total payments made to individual trustee / governors.	No	Yes
Class 3 – What our priorities are and how we are doing		
<ul style="list-style-type: none"> • Performance data • The latest Ofsted - Full report • Post-inspection action plan 	Yes	Yes
Performance management policy and procedures	No	Yes
The UTCs future plans; for example, proposals for and any consultation on the future of the UTC, such as a change in status	Yes when consultation required	Yes when consultation required
Safeguarding and child protection	Yes	Yes
Class 4 – How we make decisions		
Admissions policy	Yes	Yes
Agendas and minutes of meetings of the Trust / Governing body and its committees.	No	Yes
Class 5 – Our policies and procedures	All policies that must be published available on the web-site plus lots of other information	Yes

Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Published on the web-site	Yes
Charging regimes and policies.	Within Charging & Remissions Policy	Yes
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Yes	Yes
Disclosure logs	No	If appropriate
Asset register	No	If appropriate
Class 7 – The services we offer		
Extra-curricular activities	Yes	Yes
Out of school clubs	n/a	n/a
Services for which the school is entitled to recover a fee, together with those fees	Within Charging & Remissions Policy	Yes
School publications, leaflets, books and newsletters	Yes	Yes limited

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost
	Photocopying/printing @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class