



Broadway Academy Policies

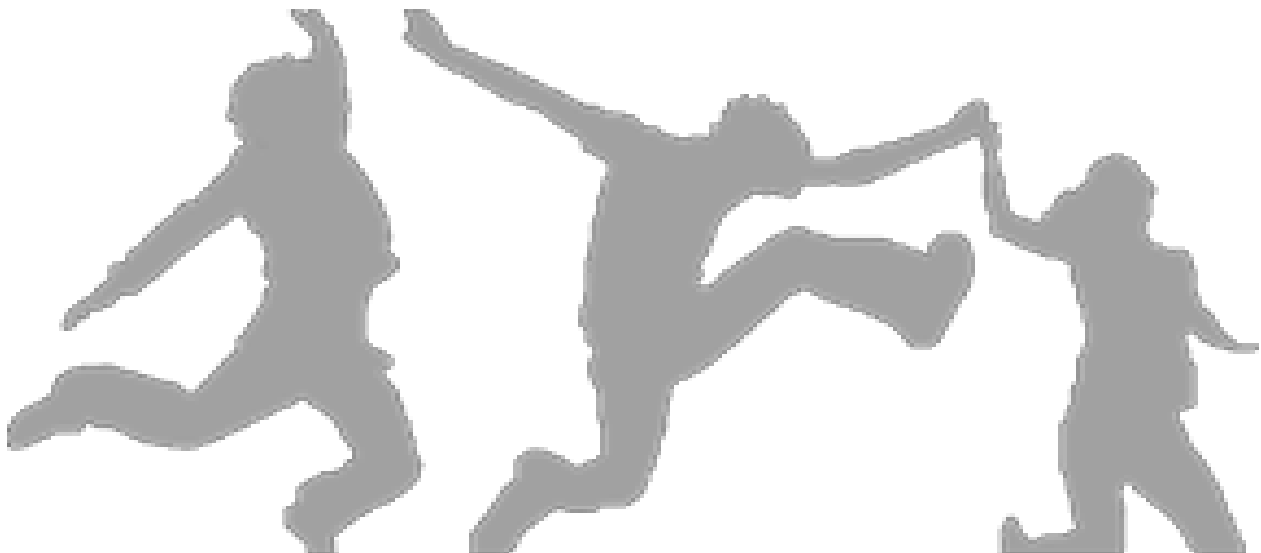
Our Children. Our Community. Believe it can be done!

Freedom of Information Policy and Publication Scheme

Approved by: Full Governing Board

Date approved: March 2026

Next review date: March 2029



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1. Introduction

Broadway Academy Trust adopts and complies with the Freedom of Information model publication scheme for public bodies drawn up by the Information Commissioner's Office (ICO). The model publication scheme is set out at <https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>

This requires the Academy to be clear and proactive about the information we make public including information already published and information which is to be published in the future.

2. Broadway Publication Scheme

Appendix 1 sets out the Academy's publication scheme which describes how the Academy makes specific categories of information available, including:

- The classes of information which we publish or intend to publish
- The method by which information published under the scheme will be available
- Whether the information is available free of charge or on payment
- Written requests

In general we will ensure that information is readily available via our website www.broadway-academy.co.uk

Where information in the publication scheme is not published on the website, it will be made available in paper form.

3. Information not published under this scheme

Information not published under this scheme can be requested in writing and we will consider the request in accordance with the provisions of the Freedom of Information Act.

Some information we hold will not be covered by the publication scheme and may not be made public, for example personal information or data.

Data subjects are entitled to request the information held about them by the Academy as a subject access request under the Academy's [Data Protection Policy](#).

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Academy by telephone, email or letter. Contact details are set out below.

Address: Broadway Academy
The Broadway
Perry Barr

Birmingham
B20 3DP

Email: enquiry@broadway-academy.co.uk

Tel: 0121 566 4334

To enable us to process your request quickly, please clearly mark any correspondence **“FOI REQUEST”**.

If the information you are looking for is not available via the scheme you can still contact the Academy to ask if we have it.

5. Paying for information

Information published on the Academy website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an internet café.

Single paper copies of information covered by this publication scheme are provided free unless stated otherwise in Appendix 1. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or it is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this is indicated by a £ sign in the 'charge' column.

6. Feedback and complaints

We welcome comments about the scheme. If you want to make a comment, require further assistance or wish to make a complaint, this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint and you want to make a formal complaint, 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 deals with formal complaints. They can be contacted at:

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

Enquiry/Information Line: 0303 123 1113

Complaints form: [FOI and EIR complaints | ICO](#)

BROADWAY ACADEMY PUBLICATION SCHEME

APPENDIX 1

CLASS OF INFORMATION	INFORMATION TYPES AND DETAILS	WHERE PUBLISHED	CHARGE
1. Who we are and what we do Organisational information, structures, location and contacts	<u>Articles of Association</u> <u>Academy prospectus and curriculum</u> <u>Academy curriculum.</u> <u>Governing Board including:</u> - Names of governors - The basis on which they have been appointed - Details of how to contact them via the Academy - Information about and duties of governors <u>Academy session times and term dates</u> Details of school session times and dates of school terms and holidays <u>Location and contact information</u> The address, telephone number, email address and website for the Academy together with the names of key personnel	On the Academy website at Articles-of-Association-2019.pdf (broadway-academy.co.uk) On the Academy website at Prospectus - Broadway Academy Printed copies of the prospectus are available on request from the Administration Office - 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at Subject Curriculum Broadway Academy (broadway-academy.co.uk) Sixth form curriculum on the website at Sixth Form - Broadway Academy Curriculum policy on the website at Policies - Broadway Academy On the Academy website at Governing Board Broadway Academy (broadway-academy.co.uk) On the Academy website at Calendar Broadway Academy (broadway-academy.co.uk) On the Academy website at Contact - Broadway Academy	Free

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CLASS OF INFORMATION	INFORMATION TYPES AND DETAILS	WHERE PUBLISHED	CHARGE
2. What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	<u>Annual budget plan and financial statements</u> - sources of funding and income provided to the Academy by central government or from elsewhere - the annual budget plan and the Academy's annual income and expenditure returns.	On the Academy website at Funding-Agreement-2019.pdf (broadway-academy.co.uk) and Statutory Requirements - Broadway Academy On Companies House website at https://www.gov.uk/get-information-about-a-company Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	
	<u>Expenditures</u> Details of items of expenditure over £5,000, including costs, supplier and transaction information	Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free
	<u>Capital funding</u> - Information on major plans for capital expenditure - Details of the capital funding allocated to or by the Academy - Information on related building projects and other capital projects.	Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free Free Free
	<u>Financial audit reports</u>	Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free
	<u>Procurement and contracts</u> - Details of procedures used for the acquisition of goods and services. - Details of contracts that have gone through a formal tendering process.	Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at 08534233-Broadway-Academy-Trust-24-25-FinStat.pdf	Free
	<u>Staff allowances and expenses</u> - Details of allowances and expenses that can be incurred or claimed - total allowances and expenses paid to individual senior staff members by	Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at 08534233-Broadway-Academy-Trust-24-25-FinStat.pdf	Free

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	reference to categories (travel, subsistence and accommodation) <u>Staff pay and grading structures</u> • pay policy • organisational structure • senior staff salaries in bands of £5k <u>Governors' allowances</u> • Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors. <u>Premiums or other sorts of financial support available</u> • Pupil premium funding and how it is spent <u>TU facility time reporting</u>	Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at Broadway-Academy-Trust.pdf Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at 08534233-Broadway-Academy-Trust-24-25-FinStat.pdf On the Academy website at Statutory Requirements - Broadway Academy Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at 08534233-Broadway-Academy-Trust-24-25-FinStat.pdf	Free Free Free
3. What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections , reviews	<u>Performance data supplied to government</u> Statutory reporting of Academy data <u>Future plans</u> Any major proposals for future plans	Broadway Academy - GOV.UK - Find and compare schools in England (find-school-performance-data.service.gov.uk) Broadway Academy - Schools Financial Benchmarking - GOV.UK (schools-financial-benchmarking.service.gov.uk) Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free

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	<u>Exam and assessment results</u> <u>Latest Ofsted report</u> The most recent and previous Ofsted reports <u>Performance management information</u> The performance management policy and procedures adopted by the governing body <u>Data protection, health and safety and equality Impact Assessments</u>	On the Academy website at Results 23/24 - Broadway Academy On the Academy website at Ofsted Reports and Information Broadway Academy (broadway-academy.co.uk) Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free Free
4. How we make decisions Decision making processes and records of decisions	<u>Admissions policy / decisions</u> The Academy's admission arrangements and procedures, including information about the right of appeal. <u>Minutes of meetings of the governing body</u>	On the Academy website at Admissions and Appeals Broadway Academy (broadway-academy.co.uk) On Birmingham City Council website at Determined admission arrangements 2027 Determined admissions arrangements Birmingham City Council Copies of the approved minutes of Full Governing Body meetings are available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free

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5. Our policies and procedures Current written policies and protocols for delivering our services and responsibilities	<u>School policies and other documents</u> In addition to the policy links in this section of the table, the policy page on the website includes policies on: • Able Gifted and Talented • Access Arrangements • Anti-Bullying • Asthma • Assessment • Attendance and Punctuality • Behaviour • Careers • CEIAG • Children with health needs who cannot attend school • Code of conduct • Collective worship • Cyber security • Drugs & Substance Misuse • Early career teachers • Educational Visits • Education of children in public care • English as an additional language • Exams • First Aid • Food Allergy • Food • Homework • Managing Allegations made against staff • Marking • Medication • Non Examinations Assessment • Parents and Visitor Behaviour	On the Academy website at Policies Broadway Academy (broadway-academy.co.uk)	

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	- Personal Development - Premises Management - Pupil Mental Health and Wellbeing - Ramadan - RSE - Self-Harm - Supporting students with medical needs - Suspensions and Exclusions - Teaching and learning - Uniform - Whistleblowing <u>Records management, personal data and access to information policies</u> This includes information on information security, records retention, destruction and archive policies and data protection. <u>Equality and diversity</u> Policies, objectives and guidelines relating to equal opportunities and inclusion <u>Safeguarding and child protection</u> The policies and procedures in place to ensure the Academy exercises its functions to safeguard and improve child protection and promote the welfare of children in compliance with legislation	On the Academy website at Data Protection policy June 2025-v1.0.pdf Biometric-Data-policy-June-2025-v1.0.pdf www.broadway-academy.co.uk/wp-content/uploads/2025/09/CCTV-Policy-June-2025-v1.0.pdf www.broadway-academy.co.uk/wp-content/uploads/2025/12/Acceptable-use-of-IT-intranet-social-media-Dec-2025-v1.0.pdf Freedom-of-Information-Act-publication-scheme-Feb-2023-v1.0.pdf GDPR Privacy Notice - Broadway Academy On the Academy website at Inclusion-Policy-Nov-2022-v1.0.pdf Accessibility-Plan-May-2025-v1.0.pdf SEN-and-Disability-policy-Nov-2025-v1.0.pdf SEN / Academy Information Report - Broadway Academy EAL-policy-Jan-2025-v1.0.pdf Equality information and objectives-April-2023-v1.0.pdf On the Academy website at Safeguarding - Broadway Academy Model Safeguarding and Child Protection Policy for Schools and Settings Online Safety Policy Template for Schools No-platform-policy-Oct-2025-v1.0.pdf	

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	and any guidance issued by the Secretary of State. <u>Pay Policy</u> <u>Health and Safety</u> <u>Policies and procedures for the recruitment of staff</u> Details of current vacancies on the Academy website and our hosted recruitment microsite <u>Careers programme information</u> <u>Complaints procedure</u> <u>Charging regimes and policies</u> Details of any statutory charging regimes	Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk On the Academy website at Broadway-Academy-Health-and-Safety-Policy-November-2023-Final-for-Full-Governors.pdf On the Academy website at Job Opportunities - Broadway Academy On the recruitment micro site at Latest jobs Teaching opportunities at Broadway Academy in Birmingham Hays UK Safer Recruitment policy at www.broadway-academy.co.uk/wp-content/uploads/2026/02/Safer-Recruitment-policy-v1.0-March-2025.pdf On the Academy website at Careers - Broadway Academy On the Academy website at Complaints-policy-procedure-April-2025-v1.0.pdf On the Academy website at Charging-and-Remissions-Policy-Nov-2023-v1.0.pdf Community use charges are on the website at Community Centre Pricing - Broadway Academy	Free
6. Lists and registers information the school is currently legally required to hold in publicly available registers	<u>Curriculum circulars and statutory instruments</u>	Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free
	<u>CCTV</u> Details of the location of any overt CCTV surveillance cameras operated by the academy or on the Academy's behalf	Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free
	<u>Disclosure logs</u> in response to FOI requests	Available on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free

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	<u>Asset register</u>	Available on request from the Finance Office 0121 566 4334 or enquiry@broadway-academy.co.uk	Free
7. The service we offer What the School provides including leaflets, guidance and newsletters	<u>Primary Transition</u> Outlining work with primary school partners on transition arrangements <u>School meals information</u> School including Arbor pay and free school meals <u>Extra-curricular and co-curricular activities</u> Including the academy's outdoor education centre, clubs, sports and Duke of Edinburgh opportunities <u>Community facilities</u> including fitness suite, room hire, events hire and schedule of fees <u>Academy news and events</u> including Academy newsletter and letters to parents, timetables for interventions and the Academy calendar	On the Academy website at Primary Transition - Broadway Academy On the Academy website at Our Food, Our Choice, Our Kitchen. - Broadway Academy On the Academy website at Co and Extra-Curricular - Broadway Academy Outdoor Education and Student Leadership - Broadway Academy https://www.broadway-academy.co.uk/curriculum/the-duke-of-edinburghs-award/ Broadway Sports Report - Broadway Academy On the Academy website at Community - Broadway Academy On the Academy website at News - Broadway Academy On the Academy website at Newsletters - Broadway Academy On the Academy website at Interventions - Broadway Academy Calendar Broadway Academy (broadway-academy.co.uk) Copies of letters and newsletters sent home to parents and students can also be obtained on request from the Administration Office 0121 566 4334 or enquiry@broadway-academy.co.uk	