

FREEDOM OF INFORMATION

POLICY DETAILS

Policy title:	Freedom of Information
Staff name and job title:	Mrs M Brindle – Data Protection Officer
Organisation:	Endeavour Academies
Policy version number:	1.2
Approved by Trust:	October 2025
Date of next review:	October 2026
Distribution:	Website

POLICY REVISION AND APPROVAL HISTORY

Version	Date of review	Date of next review	Comments	Approved by
1	October 2024	October 2025	Annual review	CEO
1.1	September 2025	October 2025	Update name of Data Protection Officer	CEO
1.2	October 2025	October 2026	Annual review and update	CEO

Information available from **schools in Endeavour Academies Trust** under the model publication scheme.

If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information	Link
<p>Class 1 - Who we are and what we do</p> <p>Information about us; our structures, locations and contacts</p> <p>Current information only</p>	<p>Information available on the website</p>	<p>www.archibaldpri.org.uk</p> <p>www.macmillan-academy.org.uk</p>
<p>Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address</p>	<p>Information available on the website</p>	<p>www.archibaldpri.org.uk/key-information/contact-us/</p> <p>www.macmillan-academy.org.uk/key-information/contact-us/</p>
<p>Headteacher's contact details</p>	<p>Available on request from the school office.</p>	<p>Macmillan Academy: office@macacademy.org.uk</p> <p>Archibald Primary School: office@archibaldschool.org.uk</p>
<p>Who's who in the school/academy</p>	<p>Information available on the website</p>	<p>www.archibaldpri.org.uk/leadership/</p>

		www.macmillan-academy.org.uk/leadership/
Who's who on the Local Governing Body and selection criteria for appointment Local Governing Body's contact details	Information available on the website Available on request from the Governance Professional: lo.robson@macademy.org.uk	www.archibaldpri.org.uk/governance/ www.macmillan-academy.org.uk/governance/
For academies: Trustees' contact details	Available on request from the Governance Professional: lo.robson@macademy.org.uk	
For academies: Trustee who's who	Information available on the website	www.endeavour-academies.org.uk/trustees/
Articles of Association	Information available on the website	www.endeavour-academies.org.uk/legal-documents/
School/academy prospectus	Information available on the website	www.archibaldpri.org.uk/prospectus/ www.macmillan-academy.org.uk/wp-content/uploads/2024/01/Macmillan_Academy_Prospectus.pdf
School/Academy session times and term dates	Information available on the website	www.archibaldpri.org.uk www.macmillan-academy.org.uk

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	<p>Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk</p>	
<p>Annual budget and financial statements</p>	<p>Information available on the website</p>	<p>www.endeavour-academies.org.uk/financial-information/</p>
<p>For academies: Annual accounts</p>	<p>Information available on the website</p>	<p>www.endeavour-academies.org.uk/financial-information/</p>
<p>Capital funding</p>	<p>Information available on the website</p>	<p>www.endeavour-academies.org.uk/financial-information/</p>
<p>Financial Audits reports</p>	<p>Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk</p>	
<p>Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)</p>	<p>Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk</p>	

Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Information available on the website	www.endeavour-academies.org.uk/financial-information/
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk	
For academies: Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk	
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors	Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk	
Procurement and contracts we have entered into	Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk	
Details of any premiums we receive such as Pupil premium.	Information available on the website	www.archibaldpri.org.uk/key-information/ www.macmillan-academy.org.uk/key-information/

<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current information as a minimum</p>	<p>Information available on request</p> <p>office@macademy.org.uk</p> <p>office@archibaldschool.org.uk</p>	
<p>Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) <i>(delete as appropriate)</i></p> <ul style="list-style-type: none"> - Summary - Full report - Post-inspection action plan 	<p>Information available on the website</p>	<p>www.archibaldpri.org.uk/ofsted-reports/</p> <p>www.macmillan-academy.org.uk/ofsted-reports/</p>
<p>Exam and assessment results</p>	<p>Information available on the website</p>	<p>www.archibaldpri.org.uk/test-exam-assessment-results/</p> <p>www.macmillan-academy.org.uk/test-exam-assessment-results/</p>
<p>Performance tables</p>	<p>Information available on the website</p>	<p>https://www.compare-school-performance.service.gov.uk/school/145623/archibald-primary-school</p>

		https://www.compare-school-performance.service.gov.uk/school/130908/macmillan-academy
Careers programme information	Information available on the website	www.macmillan-academy.org.uk/careers/
The school's/academy's future plans. E.g. proposals for and any consultation on the future of our school/academy, such as a change in status.	There are currently no live consultations across the schools in the trust. Any future consultations would be shared with parents via the school website.	
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	Information available on the website	https://www.compare-school-performance.service.gov.uk/school/145623/archibald-primary-school https://www.compare-school-performance.service.gov.uk/school/130908/macmillan-academy
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Available on request from the Data Protection Officer: m.brindle@macademy.org.uk	
Class 4 – How we make decisions	Information available on the website	www.endeavour-academies.org.uk/legal-documents/

Decision making processes and records of decisions Current and previous three years as a minimum	(Scheme of Delegation)	
Admissions policy and, where applicable, admission decisions (<i>e.g. application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Information available on the website	www.archibaldpri.org.uk/admission-arrangements/ www.macmillan-academy.org.uk/admission-arrangements/
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Available on request from the Governance Professional: lo.robson@macademy.org.uk	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	All statutory policies are available on the website	www.endeavour-academies.org.uk/legal-documents/ www.archibaldpri.org.uk/key-information/ www.macmillan-academy.org.uk/key-information/
School policies and other documents, such as behaviour	Information available on the website	www.archibaldpri.org.uk/legal-documents/

policy, CP policy, online safety, values and ethos etc.		www.macmillan-academy.org.uk/key-information/legal-documents/
Safeguarding and child protection, including protecting children's personal data	Information available on the website	www.endeavour-academies.org.uk/legal-documents/ www.endeavour-academies.org.uk/safeguarding/ www.archibaldpri.org.uk/safeguarding/ www.macmillan-academy.org.uk/safeguarding/
Equality and Diversity	Information available on the website	www.endeavour-academies.org.uk/legal-documents/
Policies and procedures relating to recruitment and human resources	Available on request from Human Resources Officer: a.naylor@macademy.org.uk	
Special educational needs	Information available on the website	www.archibaldpri.org.uk/key-information/special-educational-needs-disabilities-send/ www.macmillan-academy.org.uk/key-information/special-educational-needs-disabilities-send/
Customer service and Complaints policies and procedures (including those covering handling requests for information and operating the publication scheme)	Information available on the website	www.endeavour-academies.org.uk/legal-documents/

Pay Policy	Available on request from Human Resources Officer: a.naylor@macademy.org.uk	
Records management (Information security policies Records retention, destruction and archive policies) Data protection (including information sharing and CCTV usage policies)	Information available on the website	www.endeavour-academies.org.uk/legal-documents/
Charging regimes and policies	Information available on the website	www.endeavour-academies.org.uk/legal-documents/
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Available on request from the Data Protection Officer: m.brindle@macademy.org.uk	
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Available on request from the Operations Director: a.jackson@macademy.org.uk	
Disclosure logs, ie information provided in response to FOIA/EIR requests	Available on request from the Data Protection Officer: m.brindle@macademy.org.uk	

Asset register and Information Asset register	Available on request from the Operations Director: a.jackson@macademy.org.uk	
Any information we are currently legally required to hold in publicly available registers	Available on request from the Data Protection Officer: m.brindle@macademy.org.uk	
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>	Information available on the website	www.archibaldpri.org.uk www.macmillan-academy.org.uk
Extra-curricular activities	Information available on the website	www.archibaldpri.org.uk/personal-development/ www.macmillan-academy.org.uk/personal-development/
Out of school/academy clubs	Available on request from the school office	
	Available on request from the Chief Financial Officer: m.brindle@macademy.org.uk	

Services for which we are entitled to recover a fee, together with those fees		
Requests for paper copies of information	Available on request from the Data Protection Officer: m.brindle@macademy.org.uk	
Our publications, leaflets, books and newsletters	Information available on the website	www.archibaldpri.org.uk www.macmillan-academy.org.uk
Additional Information Any information that is not itemised in the lists above		

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 @ approximately 6p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred



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