

# Trust Policy



## Freedom of Information Publication Scheme

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### Contained within this document:

- Classes of information
- Charges
- Written requests
- Publication guide
- How to make a request

### This policy should be read in conjunction with:



# Freedom of Information Publication Scheme



## Policy/Procedure management log

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## Document history

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# Freedom of Information Publication Scheme

## Introduction

This publication scheme commits schools within Nova Education Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the school.

The scheme commits the schools within our trust:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by them and falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.  
To review and update on a regular basis the information the academy makes available under this scheme.

To produce a schedule of any fees charged for access to information which is made proactively available.

To make this publication scheme available to the public.

## Classes of Information

### ***Class 1: Who we are and what we do***

Organisational information, locations and contacts, constitutional and legal governance.

### ***Class 2: What we spend and how we spend it***

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### ***Class 3: What our priorities are and how we are doing***

Strategy and performance information, plans, assessments, inspections and reviews.

### ***Class 4: How we make decisions***

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### ***Class 5: Our policies and procedures***

Current written protocols for delivering our functions and responsibilities.

### ***Class 6: Lists and Registers***

Information held in registers required by law and other lists and registers relating to the functions of the academy.

### ***Class 7: The services we offer***

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available  
This School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the academy, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the academy will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an academy is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme. Further information about how to make a FOI request can be found in annex 2.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the trust/academy for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the academy, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by the trust/academy that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

## Annex 1: Guide to information available from this school under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Class 1: Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <i>This will be current information only</i>		
Academy Funding Agreement	DFE Website	No charge
Names of current Directors and Governors	Website	No charge
Governors Handbook	DFE Website  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf</a>	No charge
School staff and structure – names of key personnel	Website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information	Website	No charge

– address, telephone number and website		
Contact details for the Head of School/Headteacher and the Governing Body	Website	No charge
School Prospectus	Website	No charge
Results – a link to the data on the Department for Education's website	Website DFE Website <a href="http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=135761">http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=135761</a>	No charge

**Class 2: What we spend and how we spend it**  
**(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)** *Current and previous two financial years as a minimum*

Statutory accounts filed with the Charity Commission and Companies House	Trust Website	Free of charge
Annual budget plan and financial statements	Hard Copy	Schedule of charges
Capitalised funding	Hard Copy	Schedule of charges
Additional funding	Hard Copy	Schedule of charges
Procurement and contracts	Hard Copy	Schedule of charges
Pay policy	Hard Copy	Schedule of charges
Staffing and grading structure	Hard Copy	Schedule of charges
Governors' allowances	Hard Copy	Schedule of charges



**Class 3: What our priorities are and how we are doing**  
**(Strategies and plans, performance indicators, audits, inspections and reviews)**

*Current information as a minimum*

School profile Government supplied performance data	Website	Free of charge
OFSTED report – summary and full report	Website	
Whole School Child Protection Policy	Website	Free of charge
Performance Management policy and procedures adopted by the Trust	Hard Copy	Schedule of charges
Future plans – any major proposals on safeguarding and promoting the welfare of children	Hard Copy	Schedule of charges

**Class 4: How we make decisions**  
**(Decision making processes and records of decisions)** *Current and previous three years as a minimum*

Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	Schedule of charges
Agenda's and minutes of Governing Body and Director meetings. This will exclude information that is properly regarded as private to the meetings.	Hard Copy	Schedule of charges

**Class 5: Our policies and procedures**  
**(Current written protocols, policies and procedures for delivering our services and responsibilities)**

*Current information only*

<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety policy</li> <li>• Complaints and concerns policy</li> <li>• Information request handling policy</li> <li>• Admission Arrangements</li> <li>• Attendance Policy</li> <li>• School Behaviour (including home-school agreement)</li> <li>• Special educational needs</li> <li>• Whistleblowing Policy</li> <li>• Medical Conditions Policy</li> <li>• Child Protection Policy and Procedures – Safeguarding</li> <li>• Curriculum</li> </ul>	<p>Website</p>	<p>No charge</p>
<ul style="list-style-type: none"> <li>• Sex Education</li> <li>• Accessibility Plan</li> <li>• Equality Information and Objectives</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Statement of procedures for dealing with allegations of abuse against staff</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Staff recruitment policies</li> <li>• Data Protection policy</li> </ul>	<p>Hard Copy</p>	<p>Schedule of charges</p>

Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website	No charge
<b>Class 6: Lists and Registers</b> <i>Currently maintained lists and registers only</i>		
Disclosure logs	Hard copy	Schedule of charges
Asset register	Hard copy	Schedule of charges
<b>Class 7: The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b> <i>Current information only</i>		
Academy publications	Website	No charge
Leaflets and newsletters	Website	No charge

## Schedule of Charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing @ 4p per sheet (black & white)	Actual cost 4p per sheet
	Photocopying/printing @ 12p per sheet (colour)	Actual cost 12p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation

## **Annex 2 – How to make an FOI request**

You can notify us of your FOI request by letter, email or fax.

You should provide your name, a contact address, a detail description of the information that you want.

You can ask for information in a particular format e.g. paper or electronic copies of information, audio format, large print

You should receive the information within 20 working days. If we need additional time to produce the information then we will advise you of this.

As can be seen in Annex 1 most information about our organisation can be downloaded free of charge from our website. For other FOI requests there may be a fee to cover photocopies and/or postage charges. We will advise you of this on receiving your request.

Some sensitive information is not available to members of the public. If this applies, we will tell you why we cannot give you some or all of the information you requested.

We can refuse your Freedom of Information (FOI) request if it will cost us more than £450 to find and extract the information that you have requested.

If you believe we have not provided you with the information that you requested then you can ask us to review our decision. If you are still not satisfied with our response then you can complain to the Information Commissioners Officer - link below.

<https://ico.org.uk/concerns/>