

Connect Academy Trust

Freedom of Information Policy



June 2017

For Review and Approval by the Directors of Connect Academy Trust

Amendments

Version	Date	Detail
1	7/9/16	Newly created policy
2	20/4/17	New policy adopted from Enquire Learning Trust.

Contents

1. What a Publication Scheme Is and Why It Has Been Developed
2. Aims and Objectives
3. Categories of Information Published
4. Classes of Information
5. How to Request Information
6. Paying For Information
7. Guide to Information Available From Connect Academy Trust Under The Model Publication Scheme
8. Schedule of Charges
9. Feedback and Complaints

Freedom of Information Policy

Introduction

Connect Academy Trust (The Trust) and its member schools are responsible for maintenance of this scheme.

1. What a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish;
- the manner in which the information will be published; and
- whether the information is available free of charge or on payment.

The scheme covers information already published and relevant information which is to be published in the future. Information in our publication scheme is **available on our website for you to download and print off or on request from the school reception.**

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

Connect Academy Trust believe that:

- All learners can be powerful learners given access to good learning experiences.
- We want children and the academies they attend to be confident, successful and ambitious
- This publication scheme is a means of showing how we are pursuing these aims.

3. Categories of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in Section 6 of this scheme.

4. Classes of Information

4.1 Who We Are and What We Do - organisational information, locations and contacts, constitutional and legal governance.

4.2 What We Spend and How We Spend It - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

4.3 What Our Priorities Are and How We Are Doing- strategy and performance information, plans, assessments, inspections and reviews.

- 4.4 How we make decisions - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 4.5 Our Policies and Procedures - current written protocols for delivering our functions and responsibilities.
- 4.6 Lists and Registers - information held in registers required by law and other lists and registers relating to the functions of the Trust.
- 4.7 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.

5. **How To Request Information**

If you require a paper version of any of the documents within the scheme, please contact the Trust by telephone, e-mail or letter. Contact details are set out below or you can visit our website at:

<http://theconnect.academy>

Contact address:

Connect Academy Trust
Leigham Primary School
Cockington Close
Leigham
Plymouth
PL6 8RF

Telephone: 01752 790990

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS)

If the information you are looking for is not available via the scheme **and is not on our website**, you can still contact the Trust to ask if we have it.

Details of how to contact the Trust are published on the website.

6. **Paying For Information**

Information published on our 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 copies of information covered by this publication are provided free unless stated otherwise in section 8. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or 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, the price will be quoted on application.

7. Guide To Information Available From Connect Academy Trust Under The Model Publication Scheme

Information To Be Published	How The Information Can Be Obtained
Class 1 - Who We Are and What We Do (organisational information, structures, locations and contacts)	Website
Who's who in the Trust/school	Website/Prospectus
Who's who on the Governing Body and the basis of their appointment	Website
Contact details for the CEO, Board Members, Headteacher and Governing Body (named contacts where possible with telephone number and email address (if used))	Website/Prospectus
School Prospectus	Website
Staffing structure	Hard copy
School session times and term dates	Website
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)	Hard copy
Current and previous financial year as a minimum	Website
Annual budget plan and financial statements	Hard copy
Capitalised funding	Hard copy
Additional funding	Hard copy
Procurement and projects	Hard copy
Pay Policy	Website/hard copy
Staffing structure	Hard copy
Governor allowances	Website
Class 3 – What Our Priorities Are and How We Are Doing (strategies and plans, performance indicators, audits, inspections and reviews)	Website/hard copy
Individual school profile Government supplied performance data for individual Academies	Website

Latest Ofsted report - summary - full report	Website
Performance Management Policy and Procedures adopted the MAT Board	Hard copy
Academy development plans	Hard copy
Class 4 – How We Make Decisions (decision making processes and records of decisions)	
Trust structure	Website
Scheme of Delegation	Website
Admissions policy/decisions (not individual admissions decisions)	Website
Agendas of Board meetings, Local Governing Body meetings and (if held) its sub-committees. Minutes of meetings (as above), nb. this will exclude information that is properly regarded as private to the meetings.	Hard copy
Class 5 – Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities)	
School policies including: - Charging and Remissions Policy - Health and Safety Policy - Compliments, Comments, Concerns & Complaints procedure - Staff conduct Policy (disciplinary) - Disciplinary and Grievance Policies - Staffing structure implementation plan - Freedom on Information Policy - Equality and Diversity (including Equal Opportunities and Race Equality) Policies - Recruitment and Selection Policy	Website/hard copy
Pupil and Curriculum policies, including: - Home-School Agreement - Curriculum - Sex Education - Special Educational Needs - Accessibility - Collective Worship - Behaviour Policy	Website/hard copy
Record Management and Data Policies, including: - Information security policies	Website/hard copy

- Records retention destruction and archive policies - Data protection (including information sharing policies)	
Charging Regimes and Policies This should include details of any statutory charging regimes. Charging policies should include 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/hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website (some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hardcopy and DfE website
Disclosure Logs	Hard copy by request
Asset Register	Hard copy by request
Any information the school is currently legally required to hold in publicly available registers (<i>this does not include the attendance register</i>)	Hard copy
Class 7 – The Services We Offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy or website (some information may only be available by inspection)
Extra-curricular activities	Website
Out of school clubs	Website
School publications	Website
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
Leaflets, books and newsletters	Website

8. 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 @ 10p per sheet (black & white) Photocopying/printing @ 25p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class * mail
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred by the public authority. This price will be stated in advance of completion of the request.

9. **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Mrs J Bellamy, CEO of Connect Academy Trust, Leigham Primary School, Cockington Close, Leigham, Plymouth PL6 8RF.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then 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 that deals with formal complaints.

They can be contacted at

First Contact Team,
Information Commissioner's Office,
Wycliffe House,
Water Lane
Wilmslow
SK9 5AF

or

Helpline: 0303 123 1113
e-mail: casework@ico.org.uk
website: www.ico.gov.uk

Signed
Chief Executive Officer

Date

Signed
Chair of Operations Committee

Date