



**FEVERSHAM**  
EDUCATION TRUST

# Feversham Education Trust

*TRANSFORMING LIVES, TRANSFORMING COMMUNITIES*

## FREEDOM OF INFORMATION POLICY AND PUBLICATIONS SCHEME

<b>PUBLISHED:</b>	Website	v	Pre-admission documentation		Student/Parent Planners		On-request	
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<b>Document Control Table</b>		
Purpose of this statement:	To outline the Trust policy on Freedom of Information and the Publication Scheme.	
This policy has been approved for operation within:	All Trust Schools	
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## **Introduction**

The Freedom of Information Act 2000 (referred to as FOIA) specifies that all public authorities including maintained schools and academies are clear and proactive about the information they will make public. The Act specifies that any person(s) have a legal right to request certain information held by the Trust and its establishments. Statutory Guidance on the Act can be found at: [www.ico.org.uk](http://www.ico.org.uk).

Feversham Education trust is committed to the Freedom of Information Act 2000 and to the principles of accountability and the general right of access to information, subject to legal exemptions. This policy outlines our response to the Act and a framework for managing requests.

The Trust is required to produce a publication scheme, which sets 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 information which the school routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance.

The FOIA seeks to promote a culture of openness and accountability amongst public sector bodies, and therefore improve public understanding of how public bodies (which includes the governing bodies of Trusts, academies and schools) carry out their duties, why they make the decisions they do, and how they spend public money.

Although the FOIA presumes openness, it recognises that certain information should be protected due to its sensitivity, there are exemptions to protect this information.

Feversham Education Trust is committed openness and transparency in the provision of information to all persons or organisations who request it. We aim to publish as much information as possible online and in response to frequently asked questions.

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.

## **Aims**

- To outline Trust policy with regard to the handling of information
- To determine how the Trust deals with Freedom of Information requests.
- To clarify the classes of information which we publish or intend to publish.
- To make clear the manner in which the information will be published.
- To advise whether the information is available free of charge or on payment.

## **Policy Ownership**

The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework.

The Trust has delegated day-to-day responsibility for operating the policy to the Trust Central Team, Local Governing Body and Principal of each Trust school.

The Local Governing Body and Senior Leadership Team at each Trust school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## **How to Request Information**

Freedom of Information (FOI) requests should be submitted by e-mail to: [a.aspinall@fevershameducationtrust.com](mailto:a.aspinall@fevershameducationtrust.com)

Requests made in writing should be sent to: Freedom of Information, Feversham Education Trust, Queensbury Academy, Deanstones Lane, Bradford, BD13 2AS.

With all FOI requests, a name, full postal address and telephone contact number should be provided with the application.

## **Publication Scheme**

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'.

The classes of information that we undertake to make available are organised into seven broad topic areas:

- Class 1: General Information – who we are and what we do.
- Class 2: Financial Information – what we spend and how we spend it.
- Class 3: Priorities – what are our priorities and how are we doing.
- Class 4: Decisions – how we make decisions.
- Class 5: Policies – what are our policies and procedures.
- Class 6: Lists and Registers – any lists and registers that the Trust is required to keep.
- Class 7: Services – details of the services we offer.

**Class 1: General information - who we are and what we do (current information only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Members of the Board of Trustees and their appointments	Trust website
Members of the local governing body and the basis of their appointment	Hardcopy School websites
Contact details for the Principal and for the governing body via the school	School websites
Location and contact details for schools within the Trust	Trust website School websites
School prospectus (if any)	Hardcopy School websites
Curriculum outline	School websites
Annual Report (if any)	School websites
School session times and term dates	School websites

**Class 2: Financial Information – what we spend and how we spend it (current and previous financial year)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Statutory accounts	Trust website
Pupil Premium funding	School websites
Yr 7 Literacy and Numeracy Catch Up Funding (if applicable)	School websites
Procurement and contracts	Hardcopy
Pay policy	Hardcopy

**Class 3: Priorities – what are our priorities and how are we doing (current information)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Objectives	School websites
School profile	Hardcopy
<ul style="list-style-type: none"> <li>☐ Government supplied performance data</li> <li>☐ The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School websites
Plans for future development	Hardcopy

**Class 4: Decisions - how we make decisions (current and previous three years, where applicable)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Scheme of delegation	Hardcopy
Admissions policy/decisions (not individual admission decisions)	School websites Hardcopy
Agendas of meetings of the governing body	Hardcopy
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meetings.	Hardcopy

**Class 5: Policies – what are our policies and procedures (current information only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Policies including: <ul style="list-style-type: none"> <li>☐ Anti-Bullying Policy</li> <li>☐ Behaviour Policy</li> <li>☐ Charging and Remissions Policy</li> <li>☐ Complaints Policy</li> <li>☐ Disability and Special Educational Needs Policy</li> <li>☐ Equal Opportunities Policy</li> <li>☐ Equalities Statement</li> <li>☐ Freedom of Information Policy and Publications Scheme</li> <li>☐ Home-School Agreement</li> <li>☐ Pupil Premium Policy</li> <li>☐ Safeguarding (Child Protection) Policy</li> <li>☐ Uniform Policy</li> </ul>	School websites Hardcopy
Data Protection Policy (including information sharing policies)	Hardcopy

**Class 6: Lists and Registers – any lists and registers that the Trust is required to keep (current maintained lists and registers only)**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Asset register	Hardcopy

### Class 7: Services – what are the services that we offer (current information only)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE ACCESSED
Out of hours clubs	Hardcopy School websites
Extra-curricular activities	Hardcopy School websites
School publications	Hardcopy School websites
Leaflets, books and newsletters	Hardcopy School websites
Lettings opportunities	Hardcopy

#### What Happens When We Receive a Request?

We will comply with timescales set by the Information Commissioner in responding to requests.

We will normally confirm within 5 working\* days whether or not we hold the information you request and, if we do, we will provide it within 20 working\* days from receipt. **\*Please note: Working days refers to term time only and excludes school holidays.**

If a request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time, we will levy a charge. In this case, we will write to advise the individual of the cost and they can decide whether to continue.

If the Trust receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

#### Schedule of Charges

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using either a local library or an internet café.

Details of our schedule of charges are set out below:

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Disbursement costs	Photocopying / printing	10p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Prescribed costs	Finding, sorting and editing of materials	Charged for in full for requests in excess of £450 at a standard rate of £25 per hour

Please note that payment may be requested prior to provision of the information.



**Exemptions**

The FOIA contains 23 exemptions whereby information can be withheld. In some circumstances we may withhold the information you have requested under one of the exemptions applicable under the legislation; for example, if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure.

We will write to the individual if this applies.

**Feedback and Complaints**

If you do not accept our reasons for declining to disclose the information requested, you should write to Feversham Education Trust in the first instance. If you are not happy with their response, you may wish to contact the Information Commissioners Office.

**Monitoring, Evaluation and Review**

The Trust will review this policy every two years in consultation with each Trust school.

The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust school.

The policy will be promoted and implemented throughout all Trust schools.