



Freedom of Information Act Publication Scheme

This is a Trust-Wide Policy
which applies to all the schools within the
Trust and the central Trust

Date of Latest Review Approval: **20 September 2016**

Date of Policy: **April 2012**

Date of First Review **May 2013**

Owner of Policy: **Chair of PDIG**

Approved By: **Operations Board**

Next Review Date: **August 2018**

Distribution: **All Staff
Websites**

Freedom of Information Act Publication Scheme

What is the Policy for?

The Freedom of Information Act (FOIA) was introduced to promote greater openness and accountability across the public sector, and establishes a general right of access to information held by public authorities, including academies and multi-academy trusts. Along with Human Rights and Data Protection legislation, freedom of information aims to build a culture of rights and responsibilities for citizens.

Bright Futures Educational Trust (BFET) is responsible for compliance with the FOIA in each of its academies and will ensure that employees at its academies are able to comply with requests for information under FOIA.

All academies are required under the Freedom of Information Act 2000 to produce a publication scheme, which outlines an academy's responsibilities under the Act. It also outlines the different classes of information to be made available, as well as the method by which this information will be made available and what charges can be made.

Who is the Policy for?

All employees of the Trust should be aware of this Policy.

Policy Standards

1. General Principles

- 1.1 This publication scheme is based on the DFE model policy prepared and approved by the Information Commissioner. This publication scheme commits Bright Futures Educational Trust and its academies 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 authority.
- 1.2 This scheme commits BFET and its academies:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by BFET and its academies and falls within the classifications below.
 - To specify the information which is held by BFET and its academies 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 BFET and its academies 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.

2. Classes of Information which may be Published

2.1 *Who we are and what we do*

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

2.1 *What we spend and how we spend it*

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

2.2 *What our priorities are and how we are doing*

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

2.3 *How we make decisions*

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

2.4 *Our policies and procedures*

Current written protocols for delivering our functions and responsibilities.

2.5 *Lists and Registers*

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

2.6 *The services we offer*

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

2.7 **The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the FOIA, 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.

3. The Method by which Information Published under this Scheme will be made available

3.1 BFET and its academies will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

- 3.2 Where it is within the capability of a BFET and its academies, 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, BFET and its academies will indicate how information can be obtained by other means and provide it by those means.
- 3.3 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.
- 3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where BFET is legally required to translate any information, it will do so.
- 3.5 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.

4. Charges which may be made for Information Published under this Scheme

- 4.1 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 authority for routinely published material will be justified and transparent and kept to a minimum.
- 4.2 Material which is published and accessed on a website will be provided free of charge.
- 4.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4 Charges may be made for actual disbursements incurred such as:
 - Photocopying.
 - Postage and packaging
 - The costs directly incurred as a result of viewing information.
- 4.5 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 public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.6 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.

5. Written Requests

5.1 Information held by BFET and its academies 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.

6. The method by which Information Published under this Scheme will be made available

6.1 The following table completed and held individually by schools identifies the information published by them which meets the requirements of the Information Commissioner.

6.2 Further information is published by BFET. See the Publication Scheme for BFET on its website at <http://bfet.co.uk/bfet-policies/>.

Freedom of Information Publication Scheme

Guide to information available from **(Name of Academy)** under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/ or website)	
Academy Funding Agreement – a link to the document on the Department for Education’s website		
Academy Order (if applicable)		
School staff and structure – names of key personnel		
Governing body – names and contact details of the governors and the basis of their appointment		
School session times, term dates and holidays		
Location and contact information – address, telephone number and website		
Contact details for the Principal and the Governing Body		
School Prospectus		
School Session times and term dates		
GCSE results – a link to the data on the Department for Education’s website		

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	(hard copy and/ or website)	
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects		
Additional funding – Income generation schemes and other sources of funding.		
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.		
Staffing and grading structure		
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.		
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.		

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	(hard copy and/ or website)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report 		
<p>Performance management information</p>		
<p>Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.</p>		
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>		

Information to be published	How the information can be obtained	Charge
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy and/ or website)</p>	
<p>Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.</p>		
<p>Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>		

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/ or website)	
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 		
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 		

<p>Records management and personal data policies</p> <ul style="list-style-type: none"> • Information security • Records retention • Destruction and archive policies • Data Protection policies 		
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> • Policies and procedures for the recruitment of staff – details of vacancies should be included 		
<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.</p>		

Information to be published	How the information can be obtained	Charge
<p>Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy and/ or website; some information may only be available for inspection)</p>	
<p>Curriculum circulars and statutory instruments</p>		
<p>Disclosure logs</p>		
<p>Asset register</p>		
<p>Any information the Academy is currently legally required to hold in publicly available registers</p>		

EXAMPLE

Information to be published	How the information can be obtained	Charge
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy and/ or website; some information may only be available for inspection)</p>	
Extra-curricular activities		
Out of school clubs		
School publications		
Services for which the Academy is entitled to recover a fee, together with those fees		
Leaflets, booklets and newsletters		

EXAMPLE

Schedule of Charges

This describes how the charges have been arrived at.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

*The actual cost incurred by the academy.

Freedom of Information Publication Scheme

Guide to information available from Altrincham Grammar School for Girls under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only.</i>	(hard copy and/ or website)	
School staff and roles	Website	No charge
Governing body – names of the governors and the basis of their appointment	Website	No charge
School session times, term dates and holidays	Website	No charge
Location and contact information – address, telephone number and website	Website	No charge
Contact details for the Principal and the Governing Body	Website	No charge
School prospectus	Website	No charge
School information booklet	Website	No charge

EXAMPLE

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</i></p>	(hard copy and/ or website)	
Financial statements for BFET.	BFET website	No charge
Annual budget plan.	Hard copy	Schedule of charges
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.	Hard copy	Schedule of charges
Pupil premium funding, key objectives, reviews of spending and pupil outcomes	Website	No charge
16-19 Bursary Fund Policy	Website	No charge
Unofficial Funds Policy	Website	No charge
Staffing and grading structure	Hard copy	Schedule of charges
Pay policy – a statement of the academy’s policy and procedures regarding staff pay.	Hard copy	Schedule of charges
Travel and Expenses Policy – Details of allowances and expenses that can be claimed or incurred.	Hard copy	Schedule of charges

EXAMPLE

Information to be published	How the information can be obtained	Charge
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>This will be current information only.</i>	(hard copy and/ or website)	
School profile <ul style="list-style-type: none"> • Government supplied performance data • OFSTED report – summary and full report • Examination results summary 	Hard copy Website Website	Schedule of charges No charge No charge
Appraisal Policy	Hard copy	Schedule of charges
School development plan and departmental development plans	Hard copy	Schedule of charges
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	Website	No charge

Information to be published	How the information can be obtained	Charge
How we make decisions (Decision making processes and records of decisions) <i>Current and previous three years.</i>	(hard copy and/ or website)	
Admissions policy - arrangements and procedures and right of appeal.	Website Hard copy (for previous years)	No charge Schedule of charges
Governing body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded.	Hard copy	Schedule of charges

EXAMPLE

Records management and personal data policies: <ul style="list-style-type: none"> Data protection 	Website	No charge
Equality and diversity policies: <ul style="list-style-type: none"> Safe and fair recruitment and appointment Single equality policy and action plan 	Website	No charge
Charging policies: <ul style="list-style-type: none"> Charging and remission for school activities 	Website	No charge

Information to be published	How the information can be obtained	Charge
Lists and Registers <i>Currently maintained lists and registers only</i>	(hard copy and/ or website; some information may only be available for inspection)	
Asset register	Hard copy	Schedule of charges
Any information the Academy is currently legally required to hold in publicly available registers	Hard copy	Schedule of charges

EXAMPLE

Information to be published	How the information can be obtained	Charge
<p>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p><i>Current information only.</i></p>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	Website	No charge
School publications	Website	No charge
Newsletters	Website	No charge
Key stage 3 curriculum booklet	Website	No charge
Key stage 4 curriculum booklet	Website	No charge
Sixth form options booklet	Website	No charge