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**ST ALBANS**  
MULTI-ACADEMY TRUST

# Freedom of Information Publication Scheme

<b>Policy type</b>	Trust Core Policy
<b>Adopted by the Trust Board</b>	26 <sup>th</sup> January 2017
<b>For review</b>	January 2020
<b>Person responsible</b>	Chief Operating Officer

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

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## 1. Introduction

- 1.1 This publication scheme commits an authority 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

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

### 2.1 Who we are and what we do

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

### 2.2 What we spend and how we spend it

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

### 2.3 What our priorities are and how we are doing

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

### 2.4 How we make decisions

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

### 2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### 2.6 Lists and Registers

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

### 2.7 The Services we Offer

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

- 2.8.1 The classes of information will not generally include:
  - 2.8.1 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.
  - 2.8.2 Information in draft form.
  - 2.8.3 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 under this scheme will be made available**

- 3.1 The authority 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 public authority, 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, a public authority 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 an authority 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. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:
  - 4.2.1 photocopying
  - 4.2.2 postage and packaging
  - 4.2.3 the costs directly incurred as a result of viewing information
- 4.3 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.
- 4.4 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 a public authority 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. Please contact the Clerk to the Board of Directors.

## **6. The method by which information published under this scheme will be made available**

- 6.1 For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

## 7. Freedom of Information

Guide to information available from an Academy under the publication scheme

Information to be published	How the information can be obtained	Charge
<p><b>Who we are and what we do (Organisational information, structures, locations and contacts)</b></p> <p>This will be current information only</p>	(hard copy and/ or website)	10p per hard-copy page. Plus cost of postage and a £10 per hour of labour charge for compiling information in a form not required for other statutory returns
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	
Academy Order (if applicable)	Website	
School staff and structure – names of key personnel	Website	
Local Governing body – names and contact details of the governors and the basis of their appointment	Website	
School session times, term dates and holidays	Website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Headteacher and the Local Governing Body	Website	
School Prospectus	Website	
School Session times and term dates	Website	
KS2 results – a link to the data on the Department for Education’s website	Website	

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b></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)	10p per hard-copy page. Plus cost of postage and a £10 per hour of labour charge for compiling information in a form not required for other statutory returns
Annual budget plan and financial statements	Website	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Website	
Additional funding – Income generation schemes and other sources of funding.	Website	
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.	Website	
Staffing and grading structure	Hardcopy	
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Website	
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Website	

Information to be published	How the information can be obtained	Charge
<p><b>What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b></p> <p>Current information should be published.</p>	(hard copy and/ or website)	10p per hard-copy page. Plus cost of postage and a £10 per hour of labour charge for compiling information in a form not required for other statutory returns
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Website	
<p>Performance management information</p>	Website	
<p>Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	Website	
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	Website	



Information to be published	How the information can be obtained	Charge
<p><b>How we make decisions (Decision making processes and records of decisions)</b></p> <p>Current and previous three years as a minimum</p>	(hard copy and/ or website)	10p per hard-copy page. Plus cost of postage and a £10 per hour of labour charge for compiling information in a form not required for other statutory returns
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	Website	
Trust Board / Local Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	Website	

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

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

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

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